

Trinity Academy Sowerby Bridge

Charging and Remissions Policy



Status – Statutory

Rationale

This policy sets out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions are requested from parents.

Introduction

Although charging is forbidden for activities held within Academy time, institutions may invite parents to make voluntary contributions towards Academy funds or in support of a specific project.

If a particular project is dependent upon voluntary contributions for its survival this will be explained to parents during the early stages of planning.

It will be made clear to parents that if the activity goes ahead, no pupil will be excluded because a voluntary contribution has not been made.

Activities Prohibited from Charging

The Academy accepts that charges cannot be made for the following:

- The supply of materials, books, instruments or equipment for education provided during Academy hours.
- Education (including music tuition) provided outside Academy hours if part of the National Curriculum, part of a syllabus for public examination or part of religious education.
- Examination fees (including re-sits) for any public examination the Academy has prepared the student for.
- Trips that take place within Academy hours or outside of Academy hours that is part of the National Curriculum, part of a syllabus for public examination or part of religious education.
- Transporting of pupils for the following reasons:
 - to and from the Academy site where the Local Authority has a statutory obligation to provide transport.
 - to and from other Academy sites where the Governing Body/IEB or Local Authority has arranged for pupils to be educated.
 - in connection with an educational trip within Academy hours/partly within Academy hours (see below).
 - to enable a pupil to fulfil a public examination requirement as prepared for by the Academy.

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Activities for Which Charges will be Made

The Academy will make a charge for the following:

- Board and lodging on residential visits (not to exceed the costs).
- Proportionate travel, accommodation, materials, equipment, entrance fees and insurance costs for activities partly or wholly outside Academy hours.
- Musical instrument tuition not part of the National Curriculum.
- Examination fees (including re-sits) for examinations where the pupil has not been prepared by the Academy.
- Breakages and replacements as a result of non-accidental damage by pupils.
- Finished Design Technology project work that the pupil would like to take out of Academy.

Activities Within Academy Hours or Partly Within Academy Hours

No charge can be made for education if 50% or more of the activity time is within Academy hours.

Calculation of timing is based on the published Academy sessions and does not include lunch/break periods.

- Travel counts only if it is within Academy hours; it is therefore likely that day visits will be calculated as within Academy hours.
- Late afternoon and evening visits are likely to be classed as outside Academy hours.

Activities Outside Academy Hours

Activities that are wholly outside Academy hours may be charged at total cost.

Exceptions to this include:

- Where the activity is part of a public examination.
- Where the activity is an aspect of the National Curriculum.
- Where the activity is fulfilling part of the RE requirement.

Residential Activities

Charges may be made if 50% of the sessions fall outside of the Academy week.

Remissions

Students who are eligible for free school meals will also be entitled to the remission of charges for board and lodging costs during residential trips.

Voluntary Contributions

Parents may be invited to make a voluntary contribution towards the costs of curriculum activities and educational trips.

The terms of the invitation must specify that the contribution:

- in no way represents a charge.
- is entirely voluntary and that the parent is under no obligation to pay.
- that pupils will not be treated differently according to whether parents have made a contribution or not.
- could be a requirement of the activity taking place – i.e. insufficient contributions could result in the activity not going ahead.

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The level of contribution is determined by the Academy Senior Leadership Team.

Voluntary contributions received by the Academy will be used to offset the costs of the activity for which it is made and/or to enhance and support learning activities.

Monitoring & Review

This Policy is reviewed annually and following any legislative changes by the Finance & Operations Manager to ensure it continues to fulfil the legal requirements.

This Policy will be ratified every 2 years at the Governors' Compliance sub-committee.

Date adopted by Governing Body/IEB	March 2016
Date for full implementation	March 2016
Date for review	March 2018
Lead Professional	Finance & Operations Manager

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