



## SHREWSBURY ACADEMY

# CHARGING AND REMISSIONS POLICY

**Member of SLT Responsible for Policy : M. Hooson**

*Date of review: April 2014*

*Statutory review frequency: NA – school practice annually*

*Date of next review: March 2017*



## **CHARGING AND REMISSIONS POLICY**

### **1. INTRODUCTION**

This policy has been formulated in accordance with advice on charging for school activities from the Department for Education [www.gov.uk](http://www.gov.uk) website.

### **2. AIM**

The aim of this policy is to set out what charges should be levied for School activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents.

Sections 7, 8 and 9 cover education provided wholly or mainly during School hours; Section 10 covers charges for extended activities outside School hours, provided by or on behalf of the governing body of Sundorne School.

### **3. DEFINITION OF EXTENDED PROVISION**

Extended use of School premises is when Schools open up their facilities either before, during or after the School day as well as during holidays for educational, community or commercial use.

Education use is defined as any activity directly related to the curriculum.

Community use is defined as facilities and services that benefit families and the community as well as pupils.

Commercial use is defined as School facilities being let to external organisations/groups on a profit basis.

### **4. RESPONSIBILITIES**

The governing body of Sundorne School is responsible for determining the content of the policy and the head teacher for its implementation. Any decisions with respect to individual parents will be considered by the Headteacher.

The governing body should make all users aware of local safeguarding procedures, especially when the School is being let during the normal School day.

The governing body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content.

### **5. PROHIBITION OF CHARGES**

In line with Government guidance, the governing body will not charge for any of the following:-

- education provided wholly or mainly during School hours (including the supply of any materials, books, instruments or other equipment); education provided outside School hours if it is part of the national curriculum;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the national curriculum, or part of a syllabus for a prescribed public

examination that the pupil is being prepared for at the School, or part of religious education;

- education provided on any trip that takes place wholly or mainly during School hours;
- education provided on any trip that takes place outside School hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School, or part of religious education;
- supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a residential trip;
- transporting registered pupils to or from the School premises, where the local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip that is wholly or mainly in School hours.

## **6. PUBLICATION OF INFORMATION**

This policy will be made available on the School website.

## **7. CHARGES FOR CURRICULAR ACTIVITIES**

Sundorne School charges for the following:-

- (a) board and lodging on residential visits (not to exceed the costs incurred)
- (b) the proportionate costs for an individual child taking part in activities wholly or mainly outside School hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) staffing costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) extra-curricular activities and School clubs run by external agencies
- (f) Charging in kind :-
  - The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: DT, Science, Art/Craft.
  - The Governing Body reserves the right to charge for ingredients and materials

## **8. CONCESSIONS**

Where the trip takes place wholly or mainly during School hours, children will, in addition to having a free school lunch entitlement, also be entitled to concession of these charges if their parents are in receipt of any of the following support payments:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the annual allowable amount
- Guaranteed State Pension Credit.

A similar entitlement to concessions applies where the trip takes place outside of School hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the School is preparing the pupil to sit, or the syllabus for religious education.

In respect of (d) above, the amount taken into account will be revised periodically in line with changes to the amount published by the Government.

## **9. VOLUNTARY CONTRIBUTIONS**

Parents will be invited to make a voluntary contribution for the following:

- a) School day trips/residential visits away from the premises which do not specifically develop community cohesion.
- b) Activities in the School day which are bought in by the School

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary; and
- b) that registered pupils at the School will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Voluntary contributions will be used to:

- Fund the specified visit
- Fund the specified activity

Where insufficient funds are donated, or no subsidy is available from the devolved school budget to cover costs the trip will be cancelled

## **10. CHARGES FOR EXTENDED ACTIVITIES**

10.1 Charges are made for optional, extra activities provided outside of the School day, for example:-

- School clubs (eg football, ICT, netball, rounders, etc)
- theatre visit, tournaments

Charges are also made for extended activities provided in or around the School by, or on behalf of the governing body. These fall under the following three broad categories:

- **Educational activities:** Activities organised or commissioned by Schools for the benefit of their own pupils such as study support and other enrichment activities (e.g. additional language tuition, music practice, chess club, sports activities etc).
- **Non-educational activities:** Extra-curricular activities organised by Schools such as the provision of childcare for School staff or recreational activities for School pupils.

- **Community programmes:** Activities organised for the benefit of the wider community, often run with or by external groups (e.g. pre-School childcare, sport, performing arts, adult education)

10.2 Charges are made for renting or leasing part of the School premises or use of School equipment.

A schedule of charges for individual activities currently provided on or around the School site is available on request.

The governing body will consider reduction in charges upon a specific request.

The School's published schedule of charges identifies the activities to which reduced rates of charging apply.

## **11. MONITORING AND REVIEW**

The Governing Body Finance Committee monitors and reports to the governing body on a regular basis upon the effectiveness of this policy. The Governing Body will review this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

**Adopted by Governing Body: March 2014**

**Review Date: March 2017**