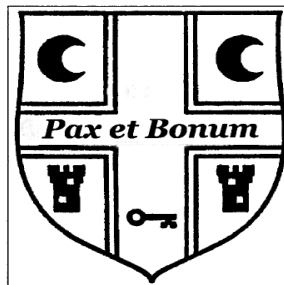


# **Our Lady & St Edward Primary & Nursery Catholic Voluntary Academy**

## **CHARGING AND REMISSION POLICY FOR ACADEMY ACTIVITIES**



Reviewed November 2014

Signed: RB

## **GENERAL PRINCIPLES**

The Governing Body recognises the valuable contribution that a wide range of activities, including visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the academy.

## **CHARGES**

In drawing up their charging and remissions policy the Governors have taken full account of the relevant sections of the Education Act 1996 (the Act) which set out the law for charging for school activities.

## **VOLUNTARY CONTRIBUTIONS**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions for the benefit of the academy or in support of any academy activity, whether during or outside academy hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

## **ACTIVITIES**

### **MUSIC TUITION**

Charges may be made for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

### **OPTIONAL EXTRAS**

The academy will endeavour to provide a range of activities and experiences to enrich and extend pupils' learning and to contribute to their personal development. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education, in which case they are not regarded as optional extras and as such charges cannot be made.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Where a **residential visit is deemed to take place during academy hours** (in the terms of the Act) and where the activity is not required to fulfil statutory duties relating to the National Curriculum or religious education charges will be made for the board and lodging element only, although voluntary contributions may be required for other costs.

Parents will be notified in advance of any such activities which the academy proposes to organise and the estimated cost. Parental consent will be obtained for their child's participation in any such activities for which a charge may be made.

Such visits may be cancelled where insufficient voluntary contributions are forthcoming.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The charge may however include an appropriate element for such things as:

- the pupil's travel costs
- the pupil's board and lodging costs
- materials, books, instruments and other equipment
- non-teaching staff costs
- entrance fees to museums, castles, theatres, etc
- the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Some examples of activities for which the Governing Body reserves the right to make a charge for are:

- theatre visits
- visits which are not part of the school curriculum or are outside the school day
- visits to school by professionals e.g Authors, storytellers, musicians, dancers, artists etc..
- retreats
- visits abroad
- extra-curricular sports activities and trips
- instrumental music tuition

## **TRANSPORT**

No charges will be made for transport to activities during the school day, however voluntary contributions may be requested for longer distance trips to enable the trip to occur.

## **REMISSIONS**

Any remission arrangements for such activities will be at the discretion of the Governing Body, EXCEPT in the circumstances described below.

Where the parents of a pupil are in receipt of

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

the Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

- takes place within academy hours, or
- forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside academy hours.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

**Materials and Ingredients:** a charge will only be made for any materials and ingredients relating to activities taking place during academy hours where parents have indicated in advance a wish to own the finished product, e.g. in cooking. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place

**BREAKAGES AND DAMAGE TO ACADEMY PROPERTY**

The *Governing Body* reserves the right to seek reparation from parents where their children cause breakages or damage to academy property.

**REVIEW**

The *Governing Body* reserves the right to review and amend this policy statement from time to time as appropriate.