

# RYHALL CE ACADEMY



## POLICY STATEMENT CHARGING AND REMISSIONS

<b>Formulation date:</b>	February 2015
<b>Responsibility:</b>	Finance Sub-committee
<b>Reviewed:</b>	February 2017
<b>Next Review Date:</b>	January 2018
<b>Associated Documentation:</b>	

[DfE, Charging for school activities, departmental advice, October 2014](#)  
Education Act 1996

### Summary:

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

## **1. Policy Statement:**

At Ryhall CE Academy, we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. All education during school hours is free. We do not charge for any activity undertaken as part of the curriculum with the exception of individual or group music tuition.

## **2. Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school or PTFA (Friends of Ryhall Academy) may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

## **3. Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir or recorder are also without charge.

There is a charge for individual or group music tuition where this is not part of the curriculum. We give parents information about additional music tuition at the start of each academic year.

## **4. Swimming**

The school organises swimming lessons for small groups of children in Key Stage 2 (those children who are unable to swim 10m, leading up to those not being able to swim 25m in Year 6). Lessons take place in school time and are part of the curriculum. We ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.

## **5. Optional Extra Activities**

These are defined as activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the curriculum or to Religious Education.

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events
- extended day services e.g. after school clubs and activities

## 6. Activities not run by the School

When an organisation acting independently of the school arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

## 7. Residential Visits

The school organises an annual residential visit for Year 5 children. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. There is no requirement for children to undertake this visit.

Where available, sponsorship will be provided for children of families in receipt of Pupil Premium funding (i.e. qualify<sup>1</sup> for free school meals – not to be confused with universal free school meals), or in special circumstances to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit.

## 8. Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

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<sup>1</sup> Parents who are in receipt of any of the benefits listed as follows would potentially be eligible for financial help from the school for board and lodging charges on residential trips. • Income Support • income-based Jobseekers Allowance • income-related Employment and Support Allowance • support under Part VI of the Immigration and Asylum Act 1999 • the guaranteed element of State Pension Credit • Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross family income of no more than £16,190) • Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit • Universal Credit **Note: These criteria for Free School Meals may be subject to change; Ryhall CE Academy will follow current national guidance on eligibility criteria.**

## **9. Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text/reading books
- replacement reading records
- any item damaged as a result of unsatisfactory pupil behaviour.

## **10. Special Needs**

The Local Governing Board confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

## **11. Calculating Costs**

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## **12. Monitoring and Evaluation**

There will be an annual review of this policy by the Finance sub-committee.