



Charging and Remissions Policy

Date of issue:	May 2019
Review Date	May 2020
To be reviewed	Headteacher, Staff and Governors
Authorised by	Headteacher and Governors

1. Introduction

The regulations state that:

The education in maintained schools should be free.

That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost. That there is no statutory requirement to charge for any form of education but that academies have the discretion to charge for optional activities provided wholly or mainly out of school hours.

That academies have the right to invite voluntary contributions to provide funds where none exist to support any activities organised by the academy, whether during or outside school hours.

Headteachers or Governing Bodies may ask parents for a voluntary contribution toward the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must genuinely be voluntary, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Prior to activities being booked, a preliminary letter will be sent to parents to ascertain the level of financial commitment for each individual proposed activity/trip.

Residential Trips

Holy Trinity CofE Academy will charge parents for activities and travel associated with residential trips. The charge to a parent is calculated by dividing the total cost incurred by the number of children participating.

Holy Trinity CofE Academy will also charge parents for the full cost of board and lodging for residential trips, except for parents who are eligible for Benefit- Related Free School Meals (FSM) at the time the trip takes place.

Children are eligible for FSM if their parents are in receipt of any of the following benefits:

- 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 they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

These parents must have board and lodging costs remitted to them if the trip takes place mainly during school hours. Fees for residential trips (rather than the cost of board and lodging) may not be charged to such parents even if the trip is outside school hours, but if it forms part of the syllabus for a prescribed public examination (e.g. GCSE) or is part of the National Curriculum or the syllabus for Religious education.

Trips/Workshops Held During School Hours

Holy Trinity CofE Academy will request voluntary contributions from parents towards activities organised by the school during school hours. The contribution from a parent is calculated by dividing the total cost incurred by the number of children participating. If insufficient voluntary contributions are forthcoming for an activity, then that activity may be cancelled.

Instrumental Music Lessons

Charges are made for instrumental music tuition in school, unless the tuition forms part of the National Curriculum or the syllabus for religious education, in which case a charge is not made. The charges are set by the self-employed music teachers who come into school to provide the lessons.

Swimming Lessons Held During School Hours

The academy will request voluntary contributions from parents towards swimming lessons organised by Holy Trinity during school hours. We ask for a voluntary contribution towards the cost for this activity. This includes three qualified swimming instructors, a lifeguard and an additional member of staff to oversee one of the changing rooms. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

All children exceed the National Curriculum expectations at the end of KS2 (swim competently, confidently and proficiently over a distance of at least 25 metres; use a range of strokes effectively; perform safe self-rescue in different water-based situations).

Clubs

The academy runs clubs after school and at lunchtimes for curriculum enrichment. Some of these are provided voluntarily by staff. For these there may be a charge to cover the cost of materials. For other clubs, staff are employed to provide the club. For these there will be a charge to cover the cost of the staff employed and materials used. Some sports clubs are provided by an external provider who determines the charge. In all situations, the academy does not make a profit from running after school clubs.

Childcare

The academy runs Breakfast Club childcare in the mornings from 7.30 to 8.45. There is a charge to cover the cost of staffing and food. The academy aims to break even on this provision. If a deficit arises then the prices will be increased.

Ingredients and Materials

The academy may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product. The cost to a parent is calculated on the actual cost of the ingredients or materials.

Optional Trips

Optional trips, wholly or mainly outside of school hours, will be charged at full cost. These visits will not proceed where the full costs are not met by all those who wish to partake in the

activity. The charge to a parent is calculated by dividing the total cost incurred by the number of children participating.

Paper Copies of Policies and Information on the Website

The Academy will provide a paper copy of Holy Trinity Policies or any information on the School website free of charge, on request from a parent.

With these statements in mind it is the policy of this academy:

- To request voluntary contributions from parents towards activities organised by the school during school hours
- To ask the Friends Committee to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution
- If insufficient funds voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips, wholly or mainly outside of school hours, will be charged at full cost, and will not proceed where the full costs are not met by all those who wish to partake in the activity.
- Board and lodging costs on residential trips will be charged at full cost except to those parents eligible for Benefit-Related Free School Meals (FSM) at the time the trip takes place. These families will be expected to pay the travel costs.
- The academy may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This academy may make charges for breakages and damage to property
- This academy will support parent's requests in helping them gain subsidised tuition by providing letters of support for such things as able, gifted & talented courses from charitable or external organisations.

Moneys Outstanding

It is inevitable that some parents may find themselves owing money to the academy for a variety of reasons. In such an occurrence the school will:

Monitor the situation until such a time that the Headteacher feels action is required.

Contact the parents informally, perhaps over the phone, in person, or by letter to alert them to the situation.

If the debt remains or increases, the Headteacher will contact the parents again, with written evidence of contact being kept.

The academy may refuse to continue to provide the service for which the debt has been incurred, and the other services listed above.

The academy reserves all rights in relation to pursuing debt recovery.

If a debt is to be written off at any time the Headteacher will act in line with the finance manual and scheme of delegation in respect of seeking authorisation from the Governing Body.

Monitoring

The Governing Body's Leadership and Management Committee will monitor and review this policy every 2 years as part of its terms of reference.