Charging and Remissions Policy

Introduction
The staff and governors believe that educational visits (including residential visits), theatre groups and specialist visitors, e.g. authors, all have an important part to play in providing children with a rich and varied education. These opportunities have significant costs attached and this policy is intended to clarify which of these charges will be passed on to families.

Legal Requirements
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 are required through their funding agreements to comply with the law on charging for school activities. That education in schools should be free.

- 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.
- There is no statutory requirement to charge for any form of education but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Schools have the right to invite voluntary contributions for the benefit of the school or in support of any activities organised by the school, whether during or outside school hours.

Procedures
- All activities organised during normal teaching time are made available to all pupils.
- When optional activities take place outside of normal school hours then a charge may be made.
- Subsidies are offered for some visits and opportunities through the use of Pupil Premium. It is expected that all parents will make the requested contribution and they will be given as much notice as possible and an opportunity to pay in instalments.
- Subsidies for other parents experiencing hardship may be considered on an individual basis, by application.
- Appropriate contributions may be requested for ingredients and materials in particular activities where the finished product is taken home.
- Should a child’s behaviour result in losses, breakages or damages, then parents may be required to meet the cost of repairs or replacements.
- Where providers of extra-curricular clubs make a charge to the school, these costs may be met, partially or completely, by charging the pupils attending.
- Charges will 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.

Refunds
It is important to recognise that costs for school visits have been calculated based on a range of factors such as transport, entry fees, etc. Many of these costs will be incurred in full by the school regardless of an individual pupil’s absence on the day the visit takes place. The school will therefore only provide refunds to parents for any sums paid in specific circumstances, as follows:

- In accordance with any refund policy applicable to a visit, e.g. on a residential visit. Parents will be informed of any such policy in the information sent out prior to any payments being made
- Where no costs have already been incurred by the school
- Where the trip is cancelled by the school, e.g. due to a lack of voluntary contributions

Where a pupil’s behaviour presents a risk to safety and is therefore unable to access a visit every effort will be made by the school to refund sums paid by parents, where no cost to the school is incurred.