

ABBOTS GREEN ACADEMY, part of the UNITY SCHOOLS PARTNERSHIP TRUST

Charging and Remissions Policy

Policy Date:	October 2017	Responsibility:	Finance Committee
Date Approved by FGB:	25.10.17	Signed:	Paul Jay
Date of Review:	Autumn 2018		

Introduction

The Governing Body recognises the valuable contributions that a wide range of additional activities, such as clubs, educational visits and residential experiences can make towards pupils’ personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- for pupils outside of school hours that are not part of the school curriculum, ie Breakfast Club, 10-20 and all other clubs that take place before and after school where parents are notified of charges in advance;
- the board and lodging element of residential activities;
- where spaces are available to parents for certain early years provision, over and above the statutory hours;
- individual instrumental music tuition, unless it forms part of the syllabus of the National Curriculum;
- the purchase or hire of instruments, materials, equipment and clothing in cases where it has discretion so to do;
- the hire of community facilities.

Optional extra activities where parents are willing to accept a charge for the costs (this list is not exhaustive);

- visits to museums or places of interest;
- sporting activities which require transport expenses;
- outdoor adventure activities and transport to and from;
- visits to or by a theatre company;

- musical events.

Any charge made in respect of an optional extra activity described above to individual pupils will not exceed the actual cost of providing the activity divided equally by the number of pupils participating.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- teaching and non-teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The Head teacher will decide when it is necessary to charge for optional activities.

Remissions

Where a child receives Pupil Premium funding the Governing Body will:

- remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within school hours, or where it forms part of the syllabus for a prescribed pupil examination or the National Curriculum.
- remit in part the cost of any educational visits that it organises for the pupil which takes place within the school day.
- contribute £25 per pupil per annum towards the purchase of any item of school uniform.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head teacher in consultation with the Chair of Governors.

Damage to Property and Breakages

Where school property has been wilfully or recklessly damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head teacher and dependent on the situation.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this Policy statement precludes the Governing Body, through the Head teacher, from inviting parents to make a voluntary contribution towards the cost of providing education for pupils. However, it is always made clear to parents that there is no obligation to make any contribution. Pupils will not be treated differently according to whether or not their parents have made a contribution. Where a request is made for such a contribution, the school have the right to cancel the planned visit/activity if the total of all contributions received is such that the remaining cost to the school would be too high.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet such charges as are made. The agreement of parents is, therefore, a necessary prerequisite.

Monitoring and Review

- The Governors will review the charges levied by the school on an annual basis.
- The Governors will review this Policy on an annual basis.