

PENLEE ACADEMY TRUST

CHARGING AND REMISSIONS POLICY

Academies covered by this Policy:

Alverton Community Primary School

Newlyn School

Pensans Community Primary School

Approved by Board of Trustees: March 2016

Signed:

To be reviewed following changes to legislation or March 2018

Penlee Academy Trust understands how important activities such as clubs, visits and sport are to our pupils. We recognise that such activities encourage pupils to develop a whole range of skills, often boosting self-esteem. We believe all children should have an equal opportunity to be involved in these activities regardless of their financial circumstances.

The Trust understand that providing a broad range of activities can be costly and will do all it can to keep the costs down.

This policy is drawn up in accordance with the requirements of Section 457 of the Education Act 1996, as amended by Section 200 of the Education Act 2002.

VOLUNTARY CONTRIBUTIONS

Although the law prohibits the Trust from charging for school time activities, there is nothing to prevent the Trust from asking for voluntary contributions for the benefit of individual academies or any school activities. There are a number of activities which will only take place if parental contributions are available.

The Trust will not exclude any child from any activity organised by individual academies because of the inability or unwillingness of their parent/carer to pay such a contribution. However, if the activity cannot be funded without voluntary contributions, the appropriate Headteacher should make this clear to parents at the outset.

The Trust will make every effort to ensure parents/carers do not feel pressurised into paying the voluntary contribution. The Headteacher must also make it clear to parents that there is no obligation to make any contribution.

When any trip is organised parents will be notified of the policy for allocating places. The Trust recognises that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time and do not therefore submit the 'first come first served' allocation.

Parents/carers have a right to know how each trip is funded. The individual academy will provide this information on request.

The following statements explain the key points around funding and payment for certain activities.

1. Activities or visits wholly or mainly outside school hours

It is the intention of the Trust to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals, or to cover teachers' travel costs, where a separate contract is issued.

These visits will only proceed if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity.

2. Visits wholly or mainly during school hours

It is the intention of the Trust to invite voluntary contributions towards the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or religious

education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

These visits will only proceed if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity. Children will not be individually prohibited from attending a trip, visit or activity because of an inability or unwillingness on the part of the parent/carer to make a contribution. The individual academy reserves the right to cancel such activities where insufficient voluntary contributions are made and alternative funding is available.

3. Board and lodging charges on residential visits

It is the intention of the Trust to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours or, if out of school hours, required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

The cost of transport, insurance, admission charges etc, incurred during residential trips will need to be met through voluntary contributions and are likely to be a prerequisite for the visit taking place. If the parents/carers are unwilling or unable to make a voluntary contribution to expenses in addition to the costs for board and lodging this may lead to certain visits becoming unviable and the **Headteacher** will have the right to cancel these trips, visits and activities.

Children of parents/carers in receipt of benefits identified in point 7 below will be entitled to have the board and lodging element of the visit remitted by the academy.

4. Individual vocal or musical instrument tuition

It is not the intention of the Trust to charge for such tuition where it is provided by the Trust's employed staff, whether in or out of school hours.

Where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned, provided that the tuition is at the request of the pupil's parent/carer. The charge will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charges will not be made for any vocal or instrumental music tuition that forms an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. No charge will be made in respect of pupils who are looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

5. Charges for ingredients, materials and equipment

It is the Trust's intention to ask for a voluntary contribution towards the cost (or provision) of ingredients, materials or equipment required for activities outside school hours and which are not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education.

Where parents/carers are unable or unwilling to make this contribution their child will not be individually excluded from the activity. However, where insufficient voluntary

contributions are available the individual academy reserves the right to deem the activity unviable.

6. Charges for breakages and fines

In cases of wilful, malicious or deliberate damage to school equipment or property by a pupil, the Trust reserves the right to ask the parent/carer to pay or contribute towards the cost of repair or replacement. Each incident will be dealt with on its own merit and at the individual academy's discretion.

7. Families qualifying for help with charges (remissions)

To help families who may find it hard to pay for their children to participate in some activities or visits, the Trust has agreed to reduce charges. This applies where the family is in receipt of:

- Income support;
- Income based Jobseeker's Allowance;
- Guarantee element of State Pension Credit;
- Child Tax Credit as long as the individual is not also in receipt of Working Tax Credit and has an annual income of less than £16,105 (15/16 figures)
- Support under part VI of the Immigration and Asylum Act 1999;
- Extra Working Tax Credit for disability;
- Income related Employment & Support Allowance.

Parents wanting a reduction in activity charges should apply in writing to the Headteacher of the individual academy. Each application will be treated with the upmost confidence.

The Trust recognises that there may be other cases of family hardship which make it difficult for pupils to take part in chargeable activities. When arranging these activities the Trust invites parents to apply in confidence for help (remission) of all or part of these charges. Applications will be considered by the Headteacher of the appropriate academy.