

CHARGING AND REMISSIONS POLICY

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Reviewed by	Director of Finance and Operations
Approved by	Trust Board (trust-wide policy, adapted where indicated by individual schools as agreed by Academy Council)

1. INTRODUCTION

Legislation restricts the types of activity schools are allowed to charge parents for. Airedale Infant School's policy applies to charges made to parents/pupils, for facilities used by private individuals and third party organisations that rent school premises

As a school we try:

- To make activities accessible to all pupils regardless of family income;
- To encourage and promote external activities which give added value to the curriculum;
- To respond to the wide variations in family income while not placing additional unexpected burdens on the school's budget

For the purposes of this document, 'Parent' is taken to include any parent, carer or person with parental responsibility for a pupil.

2. LEGISLATION

Under the terms of the Education Act 1996, the Academy Council of Airedale Infant School must have a policy on charging pupils to participate in school activities.

Education provided during school hours must be free – the definition of education includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity. By law, pupils may not be charged for activities that form part of the normal school day, but the school may invite parents and others from time-to-time to make a voluntary contribution to the school's work, to allow us to offer activities or experiences which otherwise might not be possible. This might include a voluntary contribution to activities taking place in school time, activities which form part of the National Curriculum or an examination syllabus, or those which form part of the school's religious education curriculum. However, the child of any parent who is unable to contribute will not be prevented from participating in an activity which takes place during school time if the activity goes ahead.

In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make a contribution
- That pupils will not be treated differently according to whether or not their parents have contributed to the planned activity
- That if there are insufficient contributions received to cover the cost of including all pupils who wish to participate, the activity will not go ahead.

Where an activity takes place outside of school hours and does not form part of the National Curriculum or examination syllabus, this is classed as an optional extra and parents can be asked to meet the full cost of these activities.

3. DETAIL OF CHARGES

3.1 Admissions

No charge shall be made in respect of admission to the academy unless it is for the purpose of:

- Part time education for persons over compulsory school age
- Full time education for persons over compulsory school age
- Teacher training

3.2 Provision of education

No charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The school may charge individuals who are not registered pupils of the academy for education provided or facilities used by them belonging to the school.

3.3 Practical subject charge

Voluntary contributions may be requested to cover the cost of materials and ingredients provided by the school for practical subjects where parents indicate that they wish to receive the finished articles.

3.4 Visits during the school day

A voluntary charge will be made to cover the cost of educational visits and other activities. However, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation. Refunds will not be given if parent makes a contribution but then a child does not participate in the visit.

3.5 Optional extra visits

Visits that take place outside the school day or as part of an extra-curricular activity can be charged for, and parents are expected to meet the full cost of the trip.

3.6 Loss or damage

Parents will be expected to meet the cost of repairing or replacing any school property damaged or destroyed by a pupil, or any fines to be paid by the school as a result of the actions of a pupil. A charge will also apply for loss or damage of school property (including books or equipment) placed under the care of the pupil.

3.7 Facilities used by private individuals

Currently this relates to reprographic/printing facilities used by staff members and personal use of school mobile phones/landlines. Charging is on the basis of metered volumes in the case of printing/copying and itemised bills in the case of telephone calls, and at the rate charged to the school.

3.8 Fundraising and sponsorship

General fundraising and sponsorship from a variety of sources may be used to allow additional activities to take place. Any fundraising activity must make the purpose of the fundraising clear to those who may wish to contribute.

3.9 Materials and equipment sold to pupils

The School sells a range of uniform, book bags + pe bags to students. The price of these is set to cover the School's costs.

3.10 Private fees

Any report or data regarding a child requested by a parent for the purpose of third-party private assessment will be charged at a rate agreed by the Principal in discussion with the Chair of Governors. This rate will include a cost for staff time, photocopying costs and postage.

4.0 REFUNDING OF CHARGES

4.1 Trips and activities

Charges and contributions are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus of £5 or more per pupil who contributed to the activity. If a visit is paid for and a child does not attend, unfortunately this will not be refunded

5.0 REMISSION OF CHARGES

The Academy Council of Airedale Infant School believes that all pupils should have the opportunity to gain fully from the experiences the school has to offer and recognises the real and persistent difficulties faced by families on low incomes in meeting the cost of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, support under part IV of the Immigration and Asylum Act 1999 or Child Tax Credit (providing Working Tax Credit is not also received), the Academy Council will observe its statutory duty to remit in full the cost of board and lodgings for any residential activity deemed to take place within school hours.

5.0 PROVISION FOR REVIEW

This policy will be reviewed bi-annually by the Resources Committee of the Trust Board, with amendments to those sections where schools have discretion over their own arrangements agreed by the school's Academy Council. This policy will be adjusted in accordance with any subsequent guidance issued by DfE, ESFA or the Trust Board.