

CHARGING & REMISSIONS POLICY

INTRODUCTION

This Policy sets out arrangements for the charging and remission of those charges for school activities within Triumph Trust Academies (TT). The Policy applies to all academies within TT.

TT reserves the right to review, revise, amend, withdraw or replace the contents of this policy on providing reasonable notice of any such changes.

The charging and remissions policies adopted by each local governing body of Discovery Schools Academies Trust ensures that statutory requirements are met and is intended to reflect the general principles of the Education Act which identifies activities for which:

- 1) Charges will not be made
- 2) Charges will be made
- 3) Charges may be waived

Voluntary contributions

Governing body's recognise the valuable contribution that a wide range of activities, including educational visits and residential experiences, can make towards the pupils' personal and social education and therefore encourages such activities as part of a broad and balanced curriculum. Educational and residential trips need to be funded by voluntary contributions from parents which will include both the teacher/helper costs and a contingency fund which, if unused, will be returned to parents after the visit. No children will be excluded from participating in an activity which the school has organised because of unwillingness or inability to pay by their parents. The school is always happy to discuss payment arrangements especially for those people who are on receiving certain benefits. ***However, parents should be aware that some activities may not go ahead if costs cannot be met by voluntary contributions.***

There will be a different charging procedure regarding activities which are deemed outside school hours and this will be made clear at the time, if and when these activities are planned.

The school will always seek to achieve "best value principles" for the all the activities in school such as seeking quotes or using a known good value company before deciding on which transport company is to be used. All staff are conscious of rising costs of education and family budgets and will always try to attempt to keep costs to a minimum.

Governors also reserve the right to charge for:

- Damage to fixtures and fittings and loss or damage to equipment, including books
- The cost of materials or ingredients for Art, Design and Technology and cookery when the products are taken home

There is no limit to the level of voluntary contributions which parents or others can make to academy activities, nor is there any restriction placed on the use which can be made of such contributions, provided they are used for the purpose specified in the request for them. The Law says that:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because the parents are unable to pay.
- If insufficient contributions are raised the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Swimming

We no longer ask for a contribution towards travel costs for children going for swimming lesson. However, TT reserves the right to amend this policy in the future if it becomes necessary to ask for a contribution.

Educational Day Visits

In order to support the school curriculum and give children opportunities to explore learning through practical means each year group will organise Educational Day visits. In order to achieve this, the school will ask parents for a voluntary donation of the cost of the trip to their child. Trips will be organised where similar or same activities cannot be achieved in school.

Residential visits

Where the school organises residential visits in school time to provide education directly related to the National Curriculum, we ask parents to make a voluntary contribution for the educational activities. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher. There are a range of payment plans that the school can organise. Parents who are in receipt of certain benefits are invited to make a reduced contribution towards the visit.

Music tuition

All children study music as part of the normal school curriculum. At present we do not provide additional music tuition to individual children. In the future we may offer this service and we would make a charge based on the number of children involved in the lesson. Parents would be notified well in advance and payment would be expected from parents in advance of a term's lesson.

Fundraising Events/ Non school uniform days

When the school holds a fundraising event for charity or other agreed aim the beneficiary will be agreed in advance and reviewed with the school council. Non school uniform day and other dressing up activities to raise money are all voluntary. All donations are voluntary and children will not be prevented from joining in even they haven't made a donation.

Enrichment Activities

In order to enrich the children's experiences, various visits or activity days are organised related to specific topics. The costs of such events will be subsidised from the School Budget and a voluntary contribution from parents will be sought.

After School Activities

Charges may be levied for additional activities provided outside school hours, for equipment needing to be purchased for the activity or to pay for an outside agency to run the activity. The school will only support these activities where it feels it will enhance a child's education and provide a fair value for money. The charging for these optional activities will be dependent upon the costs incurred and will be at the discretion of the Governing Body, through the Head Teacher. The charge to any one pupil will not exceed the actual total cost of the activity. The governors reserve the right to subsidise specific activities that they feel will support school initiatives.

Education Provided Within Academy Hours

Education provided by any Academy for its registered pupils should be free of charge if it takes place wholly or mainly during academy hours, academy hours being those hours when an academy is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or guardian may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during academy hours.

Charging Policy

If a charge is made for each pupil it should not exceed the actual cost. If further funds are needed for additional costs e.g. to help hardship cases this must be by voluntary contributions, pupil premium funding or general fund raising.

School Meals

Parents will be charged for school meals at the current rate charged by Triumph Trust and agreed by the Finance and Resources Committee with the exception of those children receiving Free School Meals and Universal Infant Free School Meals.

A separate policy for the management of Dinner Money debt and Wraparound Care debt has been produced – see appendices attached to the Finance Policy.

Any change in policy requires the approval of the TT Board.