



**High Crags Academy**

**Charges and remissions Policy**

High Crags  
Academy

## Rationale

The school is committed to the policy and philosophy of free education and ensuring equal opportunity for all pupils. Nevertheless, we are aware that it may be possible from time to time to provide a variety of learning/enrichment activities which are either beyond the scope of our school's financial budget or dependent upon the generosity of outside sponsors, parents and/or children.

## Aims

To enable fund-raising to take place (for charities and special projects) within the context of school life and the Education Reform Act, 1988.

To seek additional funding to allow enrichment of the curriculum to take place.

To finance, partially or in full, enrichment activities and a wide variety of materials which are considered to be of real educational value and appropriate to the needs of our pupils, but which are outside the range of the school budget.

## Broad Guidelines

Charges will only be made in line with the stipulations of the Education Reform Act, 1988.

## Charges

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

School journeys in school hours - the board and lodging element or residential activities deemed to have taken place in school hours.

Activities outside school hours – the full cost to each pupil of the following type of activity deemed to be an optional extra taking place outside school hours: e.g. sporting trips, social activities, theatre visits.

This may include:

Travel costs

Board and lodging

Materials, books, instruments or other equipment costs

Non-teaching staff costs

Teaching staff costs:

- i) engaged specifically for the activity,
- ii) engaged on a separate contract for service;

Entrance fees

Insurance costs

Travel, board and lodging of teachers involved in the optional extra activity.

Individual instrumental tuition – the cost to the pupil for providing instrumental tuition: e.g. hire, cost and insurance of any instruments, cost of sheet music etc.

Charging in kind – Special materials, i.e. not part of normal school stock which may be needed for a specific topic or activity may be sold after use (e.g. cookery ingredients), provided that the parents of the child concerned have agreed in advance of the activity.

No charge will be imposed for materials that are part of the regular school stock. Such materials are the property of the school when used. However, items made from these materials can, at the teacher's discretion, be sold to raise money for charity events or special projects.

No compulsory charge will be made for trips and educational visits that take place during the normal school day. However, in order for sufficient funds to be available, the Governing Body may invite voluntary contributions to enable such activities to take place. This will not affect the availability of these activities to all pupils, regardless of their parents' ability or willingness to pay. If sufficient voluntary contributions are not forthcoming, then the proposed activity may have to be cancelled. Parents will be informed where voluntary contributions are needed in order for an activity to take place.

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 from inviting parents to make a voluntary contribution towards the cost of a school activity.

## Remissions

The Governing Body can remit charges in the following instances:

Where the parents of a pupil are in receipt of the following, the Governing Body can remit in full the cost of board and lodging for any residential activity that it organised for the pupil if the activity is deemed to take place within school hours or where it forms part of the syllabus for the National Curriculum.

- Income support or family credit
- Income-based jobseeker's allowance
- Any support under part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that working Tax Credit is not also received, or the family's income as assessed by HM Customs and Revenue does not exceed £16,190 in the financial year 2009/2010
- The guarantee of State Pension Credit
- An income related employment and support allowance that was introduced on October 27<sup>th</sup> 2008

Where family circumstances make it difficult for pupils to have individual instrumental tuition, the Governing Body may remit charges for musical tuition, sheet music or the cost or hire of an instrument, all or in part.

In other circumstances in which a charge would normally be levied, the Governing Body may remit charges when family hardship would otherwise make it difficult for the pupil to take part in these activities.

When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for remission of charges in part or in full.

Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

The criteria for acceptance for remission will be on a first come first served basis.

## Breakages and Fines

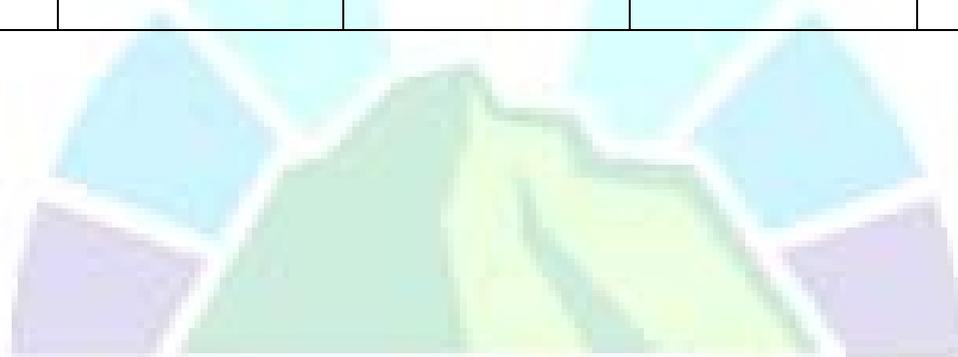
In line with the school's behaviour policy document parents may be asked to make reparation, either in full or part, of the cost of replacing or making good, damage or loss to property and/or equipment, where this damage is a result of a pupil's behaviour. Parents will be notified by letter as to the cost of the suggested contribution.

## Conclusion

The school will endeavour to be mindful of and take account of the financial pressure that asking for voluntary contributions puts on some families at certain times. Ways in which the school can raise money itself, to fund extra activities and resources, will be fully explored. Governors see this as an opportunity for parental involvement and of benefit to the life of the school.

This Policy has been revised and updated in 2014.

| Reviewed by    | Reason for review | Approved by | Signatures | Date of review |
|----------------|-------------------|-------------|------------|----------------|
| Governing body |                   |             |            | Spring 2017    |
|                |                   |             |            |                |
|                |                   |             |            |                |
|                |                   |             |            |                |
|                |                   |             |            |                |



High Craggs  
Academy