



HORBURY BRIDGE CE J&I ACADEMY

CHARGING AND REMISSIONS POLICY AND PROCEDURE

Value Statement

It is important to us to give every child the opportunity to experience success in their learning, by providing a relevant and challenging curriculum. We recognise the valuable contribution that a wide range of additional activities, enhancements and experiences can make towards this and aim to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities. We provide this within the belief that it is the right of every child to receive free school education and to be able to access these additional activities.

AIMS

The aim of this policy is to set out which charges will be levied for activities, which remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

All charges or requests for voluntary contributions will comply with current legislation.

Charges:

1. Activities Outside School Hours ('Optional Extras')

Optional visits or activities occurring completely or where at least half the time is outside of academy hours may be charged for in full.

No charge is made for activities that are part of the curriculum but take place outside of school hours. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Additional staff costs
- Entrance fees
- Insurance costs

2. Residential Visits

If the school organises a residential visit which is to provide education directly related to the National Curriculum, we do not make any charge for the educational aspect of this. However, we do make a charge to cover the costs of board and lodging. Additional costs such as transport and insurance will be included as voluntary contributions. If parents are experiencing financial difficulties they are invited to write, in confidence, to the Headteacher.

3. Extra Curricular and School Clubs

Clubs and activities provided by third parties will be chargeable. Activities provided through the school's After School Childcare or Holiday Club facility will be chargeable.



4. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this or for whole class music lessons provided by specialist teachers, such as the Wider Opportunities sessions. A charge is levied for any individual/group tuition in the playing of a musical instrument over and above the normal curriculum, including any instrumental hire provided through external providers such as the Wakefield Music Service.

5. Damage/Loss to Property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of Governors may decide to make a charge to cover repair, replacement etc.

6. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Governing Body and form part of our separate Lettings policy.

7. Other Charges

The Headteacher, Resource Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

Remissions

If the parent/carer of a child is in receipt of the following benefits, charges in respect of board and lodging may be remitted in part or in full after consultation with the Headteacher.

- Income Support
- Income Related Employment and Support Allowance
- Income Based Job Seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Guarantee Element of Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit in prescribed circumstances

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

Voluntary contributions

School educational visits play an important part in supporting our curriculum. They are carefully organised to link first-hand experience to aspects being studied at the time.

When organising visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, child will not be excluded on the grounds of voluntary contributions and may include children whose parents have not paid any contribution. We do not treat these children differently from any others.



Access and Affordability

The Academy is committed to ensuring all children have access to additional activities which enhance learning and aims to keep charges to all parents as manageable and accessible as possible and to provide best value for money. To do this, the Governing Body have resolved:

- To subsidise parental contributions for visits, particularly for:
Local visits where high transport costs make voluntary contributions higher compared to distance travelled.
Small class/group sizes where transport costs make contributions higher per head.
Residential visits where board and lodging costs and amount of travel days involved make contributions higher.

The amount of the subsidy is determined by the Headteacher according to the individual visit and circumstances.

- To subsidise the cost of individual/group instrumental tuition provided by Wakefield Music Service for all children who choose to take such lessons in school. The amount of subsidy is determined annually by the Headteacher in consultation with the Governing Body, taking into account the school's available budget.
- Not to charge for taking home any finished products from a particular lesson e.g. cookery, individual craft items, pottery, needlework etc
- To subsidise any provision of educational services by a third party during the normal day; the Academy will ensure that any monies charged are paid directly to the third party organisation.
- To be sympathetic to those parents that are unable to afford the cost of additional activities and/or extra curricular activities, and has limited funds available to assist parents in particularly difficult financial circumstances. Approaches for such assistance may be made to a member of staff, who will then consult the Headteacher. Approaches may also be made to the Headteacher directly.

Responsibilities

The Governing Body of the school is responsible for determining the content of the policy and the Headteacher for implementation.

Governors have discretion over what charges and remissions they make for children's activities providing they are within the current legislation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.