



**Charging and Remissions Policy  
19/20**

***We walk by faith and not by sight: 2 Corinthians 5:7***

**Introduction:**

The Principal and Governing Board recognise the value of providing a wide range of experiences to enrich and extend pupil's learning which will contribute to their personal development. The Principal and Governing Board aim to promote and provide such experiences for the pupils of the academy, both as part of a broad and balanced curriculum and as additional optional activities. This Policy will be reviewed on a regular basis by the Governing Board's Staffing & Finance Committee and will be adjusted in line with any subsequent guidelines from the Department of Education.

However, many of these activities have an associated cost and cannot be provided unless contributions are received. It should be noted that where contributions for any school activity/visit does not meet a sufficient amount towards the total cost, the activity/visit may be cancelled. General fundraising and sponsorship may be used to allow additional activities to take place.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

We aim to:-

- make school activities accessible to all pupils regardless of family income
- encourage and promote external activities which give added value to the curriculum
- provide a process which allows activities to take place at a minimum cost to parents, pupils and the school

**Remissions:**

The Principal and Governing Board will:

- consider reducing charges in part or in full for those children eligible for pupil premium funding when organising activities
- consider reducing charges in part or in full for parents/carers who apply with specific hardship reasons
- ensure that all children take part irrespective of contribution

**Charging:**

**Residential Visits/Activities Outside of School Hours:** Parents/Carers are requested to meet the full cost of the residential visit and associated activities.

**School Visits within the School Day:** Parents/Carers are requested to make a voluntary contribution to cover the cost of the visit.

**Materials for Practical Subjects:** Parents/Carers are requested on occasions to contribute towards materials for practical activities.

**Loss/Damage to School Equipment/School Building:** Parents/Carers may be requested to replace school equipment/books which have been lost or damaged by their child. Parents/Carers may be requested to pay towards a repair which was a result of vandalism by their child.

**After School Sports Clubs/Activities:** Parents/Carers are requested to meet the full cost of the club/activity where a sports coach has been specifically employed.

**After School Clubs:** Parents/Carers will be requested to contribute £1 per session per club as a contribution towards ingredients/equipment/materials.

**Copies of Policies/Documents:** An administration charge may be made for requested copies of policies/documents.

**Insurance:** The contribution towards the cost of insurance will be included in the charges made for visits/activities.

**Reviewed: March 2019**

**Agreed: April 2019**

**Review Date: March 2020**