



DIOCESE OF CHICHESTER
ACADEMY TRUST

CHARGING AND REMISSIONS POLICY

Date Agreed:	November 2021
Review Date:	November 2024
Type of Policy:	Academy Policy

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
1	July 2015				
2	Feb 2017	Business Manager			
3	Nov 2021	Business Manager			

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

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1.

Introduction

Our **vision** for our Trust is we exist to:

Help every child achieve their God-given potential

Our **aims** are clear. We aim to be a Trust in which:

Developing the whole child means pupils achieve and maximise their potential

Continued development of staff is valued and improves education for young people

All schools are improving and perform above national expectations

The distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

Aspiration

I can do all things through Christ who strengthens me
(Philippians 4 vs 13).

Wisdom

Listen to advice and accept discipline, and at the end you will be counted among the wise
(Proverbs 19 vs 20)

Respect

So in everything do to others what you would have them do to you
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

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2. Policy Purpose

The Local Governing Body of St James CE Primary Academy, recognises the valuable contribution that the wide range of additional activities, including extra-curricular clubs, visits and residential experiences can make towards pupils' personal and social education and spiritual development.

The Local Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the academy as well as additional optional activities.

3. Voluntary Contributions

When additional activities are planned during school hours, parents may be invited to make a voluntary contribution towards the cost of the activity.

There will be no obligation to contribute and children will not be treated differently if no contribution is made, but parental permission must still be received for their attendance and participation.

Parents may also be offered the opportunity to pay in managed installments.

The academy reserves the right to cancel the activity if the total of voluntary contributions does not sufficiently support the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the activity elements of residential visits held largely within school time and will make parents aware of this in the letter requesting their voluntary contributions.

4. Charges

The Local Governing Body reserves the right to make a charge in the following circumstances for activities organised by the academy:

Activities in school hours, where permitted

see the link below for further details:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Activities out of school hours:

A charge will be made to cover the full cost of each pupil of the activities deemed to be optional extras taking place outside school hours. This may include education provided outside of school hours that is not:

- a) part of the national curriculum;
- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy; or
- c) part of religious education;

- d) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy;
- e) transport (other than transport that is required to take the pupil to school or to other premises where the Local Authority/Local Governing Body have arranged for the pupil to be provided with education);
- f) board and lodging for a pupil on a residential visit;
- g) extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

Music Tuition

Charges will be made to cover the cost to the pupil for providing individual or group instrumental tuition of any size, (from a peripatetic music teacher), where tuition has been requested by the pupils' parent. This may also include the purchase of music, instruments (or hire of instruments), minor repairs to loaned instrument and case, and such items that need replacement on account of wear and tear or misuse. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Parents/Carers will also be expected to pay in full any examination fees of the Associated Board and transport children to the examination centre, or to lessons elsewhere, at their own expense.

No charge may be made in respect of a pupil who is looked after by a Local Authority (within the meaning of section 22(l) of the Children Act 1989).

Materials

Charges may be made to cover the cost of materials used to produce a finished article, (i.e. for Cooking and Textiles, Design and Technology, Art and Design), where the pupils' parent wishes him/her to own them.

Transport:

The academy **cannot** charge for:

- a) transporting registered pupils to or from the academy premises, where the Local Education Authority has a statutory obligation to provide transport;
- b) transporting registered pupils to other premises where the Local Governing Body or Local Authority has arranged for pupils to be educated;
- c) transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy; and
- d) transport provided in connection with an educational visit.

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Residential Visits

The academy **cannot** charge for:

- a) education provided on any visit that takes place during school hours;
- b) education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education;
- c) supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The academy **can** charge for board and lodging and the charge must not exceed the actual cost.

When the academy informs parents about a forthcoming visit, they will make it clear in the information letter, that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Optional Extras

In calculating the cost of optional extras the academy may include an amount in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity, whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra, where charges will be made.

5. Breakages

Parents will be asked to pay the full cost or a reasonable amount towards the cost of academy property such as replacing a broken window or repairing damage to the building/grounds, furniture and fittings, fire extinguishers, defaced, damaged or lost materials etc. where this is the result of poor pupil behavioural choices.

Parents will also be charged £5 for the loss or damage beyond repair, of an academy library book that their child has borrowed.

6. Remissions

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Local Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full.

The Pupil Premium may be used in part, to support pupils who are entitled to Ever 6, Free School Meals, are a Service Family or who are in Local Authority Care. The Principal will make authorisation of remission.

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