



Charging and Remissions Policy



Date of policy: September 2019

Review Date: September 2020



Park Hall Academy Charging and Remissions Policy

Introduction

We recognise the valuable contribution that the wide range of enrichment activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the academy and as additional optional activities.

Legislation and Statutory Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy also complies with our funding agreement and articles of association.

Intent

We believe that all our pupils should have an equal opportunity to benefit from activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Roles and responsibilities of Principal, other staff, Local Governing Committee

The Principal, staff and Local Governing Committee will ensure that the following applies:

No charges will be made for;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Transport provided in connection with a planned curriculum lesson.

Activities for which charges may be made;

We are able to charge for activities known as "optional extras". The following are examples of additional activities organised by the academy which require voluntary contributions from parents. This is not an exhaustive list.

- Visits to museums;
- Outdoor education activities;
- Visits to the theatre;
- School trips;
- Musical events;
- Extended day services provided by Footprints.

Residential Visits

The academy will make a charge to cover the costs of board and lodging on residential visits. The charges will not exceed the costs. If parents are experiencing financial difficulty they are invited to speak in confidence to the Principal or a member of the Senior Leadership Team.

Music Tuition

All children study music as part of the curriculum. We do not charge for this. Parents and Carers have the option to hire an instrument. There is a charge for this.

Voluntary Contributions

Parents may be asked to make a voluntary contribution towards activities during school hours which would not be otherwise possible. Some activities for which we may ask parents or carers to make a voluntary contribution include:

- Sporting activities or trips;
- School visits;
- Visits provided by external professionals to enhance our children's learning journey.

There is no obligation for parents or carers to make any contribution and no child will be excluded from an activity if their parents are unable to contribute. If the academy is unable to raise sufficient funds for an activity or visit, unfortunately this may be cancelled.

Lettings Charges.

Our Office Manager ensures that charges made in regard to lettings are received on a timely basis.

Remissions

In some circumstances the academy may not charge for items set out in this policy. This is at the discretion of the Local Governing Committee and would depend on the activity in question.

In order to remove financial barriers from disadvantaged pupils, the Local Governing Committee has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. Pupils in receipt of Free School Meals are exempt from charges.

Monitoring and evaluation

This policy will be reviewed by Mrs G Frost annually and will be approved by the Local Governing Committee.

Signed: G Frost (Principal) 
S Hawley (Chair of Governors) 

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