



Charging and Remissions Policy

RATIONALE

The Governing Body of Northfield Manor Primary Academy recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Victoria Academies Trust or the School. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

AIMS

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- Acknowledge the cost of such activities to the school's budget.

CHARGES

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

1. Residential Activities Taking Place Largely During School Hours

The full cost to each pupil of board and lodging. Parents can request free activities if they are in receipt of the following state benefits:

- Income Support
- Income based Job Seekers Allowance
- Support under section VI of the Immigration and Asylum Act 1996
- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold

2. Activities outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

3. Individual Instrumental Tuition

The full cost to the pupil for providing any instrumental tuition.



REMISSIONS

There will be no obligation for any parent/carer to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents/carers have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers may be invited in confidence for the remission of charges in full or in part.

The Head Teacher, in consultation with the Chair of Governors, will make authorisation for any remissions that exceed the approved budget allocation.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested from parents/carers to cover the cost of the following activities:

- Transport i.e. coach or bus fare
- Entrance fees
- Visiting Companies or individuals e.g. theatre groups, workshops, the 'animal' man
- The cost of materials e.g. used in the production of DT models, cooking ingredients
- Anything else

GENERAL

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/carers to make a voluntary contribution towards the cost of additional activities, which take place in school time.

The School may advise parents/carers that running an activity may depend upon voluntary contributions, but once the school has decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Date agreed by the Governing Body: 21/3/17

Signed: Dave Duff

(Chair of the Governing Body)