



W A T E R T O N  
ACADEMY TRUST®



# Charging & Remissions Policy

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## **1. Philosophy**

Waterton Academy Trust recognises the value of additional activities such as trips, clubs and residential experiences in furthering the educational experience of our pupils. We aim to promote and provide such learning opportunities as part of a broad and balanced curriculum for the pupils of the academy as well as through extra-curricular activities.

We believe that all of our pupils should have an equal opportunity to benefit from both curricular and extra-curricular activities and visits independent of their parents'/carers' financial means.

This policy describes how we will do our best to ensure a suitable range of activities is offered with minimal financial barriers which may otherwise prevent some pupils taking full advantage of these opportunities.

## **2. Introduction**

This policy has been formulated in accordance with the Department for Education guidance on: Charging for School Activities.

## **3. Aim**

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

## **4. Responsibilities**

The Trustees of Waterton Academy Trust are responsible for determining the content of the policy and the Head Teacher and Academy Standards Committee (ASC) of each member academy for implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and ASC.

## **5. Prohibition of Charges**

Waterton Academy Trust recognises that the legislation prohibits charges for the following:

- a. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- b. Education provided 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. Tuition for pupils learning to play musical instruments if the tuition is required as 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
- d. Entry for a prescribed public examination, if the pupil has been prepared for it at the academy; examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy
- e. Education provided on any trip that takes place during school hours
- f. Education provided on any trip 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
- g. Supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a residential trip
- h. Transporting registered pupils to or from the academy premises, where the local education authority has a statutory obligation to provide transport

- i. Transporting registered pupils to other premises where the ASC or local education authority has arranged for pupils to be educated
- j. Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy
- k. Transport provided in connection with an educational trip.

## **6. Charges**

Waterton Academy Trust reserves the right to make a charge in the following circumstances.

- a. Activities outside school hours including clubs
- b. The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits
- c. Individual/Group Instrumental Tuition outside of that provided through the ECAM and Wider Opportunities schemes. In such cases the charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition
- d. Breakages
- e. Out of hours/holiday care

## **7. Residential Visits**

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision. See remissions for further details.

## **8. Music Tuition**

- 8.1** Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.
- 8.2** Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s). This would be tuition in addition to the Key Stage 2 Wider Opportunities and/or Every Child A Musician (ECAM) programme

## **9. Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, the Head Teacher, in consultation with the Chair of the ASC of the academy the incident relates to, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

## **10. Clothing**

The academy will supply essential protective clothing when necessary.

## **11. Voluntary Contributions**


- 11.1** The Academy, in consultation with the ASC, may ask parents/carers for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against.
- 11.2** In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.
- 11.3** Parents/carers may also be invited to make a voluntary contribution for the following:
- a. educational visits which take place outside school hours
  - b. any activity which takes place during school hours
- 11.4** The terms of any request made to parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents
- a. that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay
  - b. that registered pupils at the academy will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.
- 11.5** The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher of each academy.

## **12. Remissions**

- 12.1** Where the parents/carers of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Headteacher in consultation with the ASC of the related academy will remit the majority of the cost of board and lodging for any residential activity (classed as an optional extra taking place outside school hours).
- 12.2** This will be made clear in all correspondence in relation to these activities.
- 12.3** In other circumstances the ASC of the related academy will invite parents/carers to apply in confidence to the Head Teacher for the remission of charges in part or full.
- 12.4** The Head Teacher of the related academy in consultation with the Chair of Governors will make authorisation of remission.

## **13. Publication of Information**

This policy is available to parents/carers on request.

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