



Houghton St. Giles Primary Academy

Charges & Remissions Policy

Review Date: September 2020



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Implementation: Sept 2019

Review Period: 1 year

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1	Rationale
	<p>The Local Governing Body recognise the valuable contribution that the wide ranges of additional activities, including trips, clubs and residential experiences can make towards pupils' education to which this Charging and Remissions Policy applies. The Local Governing Body aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of this Academy and as additional optional activities.</p>
2	Context
	<p>The law states that education provided during Academy hours must be free of charge. This definition includes materials, equipment and transport (including public transport, where necessary, to other offsite education provision) provided in Academy hours. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.</p>
3	Aims
	<p>To make Academy activities accessible to pupils regardless of family income. - to provide a process which allows activities to take place at a minimum cost to parents/carers, pupils and which acknowledges the cost of such activities to the Academy's budget.</p>
4	Charges
	<p>The Academy's Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy: - residential activities taking place largely during Academy hours. The full cost is to be paid for board and lodging.</p> <p>- Activities outside Academy hours. The full cost to be paid for all approved activities deemed to be optional extras that are not a necessary part of the Academy's curriculum. - Individual Instrumental Tuition The full cost to be paid for providing any instrumental tuition that is not an essential part of the</p>

	Academy's curriculum or examination syllabus.
5	Remissions
	There will be no obligation for any parent to make a voluntary contribution towards the cost of Academy activities. 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 will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.
6.	Voluntary Contributions
	Voluntary contributions may be requested from parents/carers to cover the cost of the activities such as: - ingredients or other materials, required for use in the curriculum, which will be taken home when work with them has been completed, - Entrance fees to places visited as part of the curriculum, and any associated travel costs. - Additional clothing required for specific curriculum activities.
7	Children in Receipt of Free School Meals
	Pupils currently in receipt of free school meals or who have been eligible for the preceding 6 months, will not be asked to contribute for any trips or visits, charged for residential trips or pay for peripatetic music provision, when required. The school will also fund any extra-curricular clubs offering experiences that would benefit the child. This offer is funded through the pupil premium money the school receives.
8	General
	The Local Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in Academy time. Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

