

Charging for and remissions for Academy activities Policy

Policy/Procedure Title	Charging for and remissions for Academy activities Policy
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The Propeller Academy Trust believes that all our pupils should have an equal opportunity to benefit from Academy activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all Academies to have a policy on charging and remissions for Academy activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

- **charges will not be made**
- **charges will be made**
- **charges may be waived**

2. Voluntary contributions

Separately from the matter of charging, the Academies may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions, the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

3. No charges will be made for

1. Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment);
2. Education provided outside Academy 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 the Academy's basic curriculum for religious education;
3. Tuition for pupils learning to play musical instruments (or singing) 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;
4. Entry for a prescribed public examination, if the pupil has been prepared for it at the Academy*;
5. Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the Academy;
6. Education provided on any trip that takes place during Academy hours;
7. Education provided on any trip that takes place outside Academy hours
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or
 - c. part of the Academy's basic curriculum for religious education;
8. Supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a residential trip;
9. Transport provided in connection with an educational trip.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

4. Activities for which charges may be made

a) Activities outside Academy hours

Non-residential activities (other than those listed in 3 above) which take place outside Academy hours but only if the majority of the time spent on that activity takes place outside Academy hours (time spent on travel counts in this calculation if the travel itself occurs during Academy hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during Academy time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside Academy time (other than for those activities listed in 3 above).

c) Music tuition

Music tuition for individuals or groups of up to 4 pupils.

Is a residential trip in or out of Academy time?

If the number of Academy sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during Academy hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the Academy day, regulations require that the Academy day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

It is the policy of The Propeller Academy Trust that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as ‘optional extras’. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available (enter your Academy decision here).
Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them;</i>	E.g. A clay model – a charge to cover the cost of the clay.	
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost. Parents will always be given the option of paying by weekly instalments.	Remission for category A (see below)

Cookery	Parents will be informed of the items to be cooked and a voluntary contribution (based on the whole cost) will be requested. If a contribution is not received the pupil will still cook with the other children and at the teacher's discretion the cooking may remain in <u>Academy</u> .	If the items are intended to be eaten in Academy then pupil will eat their food along with everyone else.
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5. Remissions

In order to remove financial barriers from disadvantaged pupils, the Trust 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 in particular circumstances.

Parents are fully informed of the full cost of an activity and a voluntary contribution, generally below the full cost is requested. Parents are told (as appropriate) of ways of paying (weekly) and that there might be help from the Academy. We never exclude any child through the lack of funding. If a parent wishes their child to be involved and no money is sent then the Academy will pay.

Staff treat all financial aspects of these activities with tact and discretion. The Academy is aware that financial problems could arise for the Academy, if too many pupils are unable to pay. We are also aware that trips could be cancelled and children deprived of activities.

Groups/classes raise funds for their activities. Friends of The Propeller Academy Trust contribute regularly to extra curriculum activities. Local friends donate monies.

A similar procedure is followed for all other activities requiring financial support from the parents. E.g. riding, Christmas. Discos