Ormiston Meadows Academy
Charging and Remissions Policy

Policy version control

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1. Introduction and Context

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities.

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social 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.

2. Responsibilities

The Governing Body of the Academy is responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered in the first instance by the Principal and the Governing Body will only become involved in the event of an appeal against the Principal's decision.

3. School Charging:

1. General:

School governing bodies **cannot** charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

2. Music Tuition:

All children study music as part of the normal school curriculum. We do not charge for this. For individual or group music tuition that are not part of the National Curriculum an agreement will be entered into between parents and the peripatetic music provider. Such lessons will take place on school premises and during school time but the Academy will not be involved in any charging process

3. Swimming Lessons:

The Academy organises swimming lessons for all children in Key Stage 2, usually in Year 5. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming lessons. There is no formal charge for this activity but the Academy may ask for voluntary contributions (please see section 4 below). Swimming lessons will take place regardless of the receipt of any voluntary parental contributions

4. School Trips within the School Day:

When organising school trips or visits which enrich the curriculum and educational experience of our children, parents are asked to contribute to the cost of the trip. All contributions are voluntary (please see section 4 below). It is made clear to parents in correspondence that if sufficient voluntary contributions are not received, the trip may be cancelled. If a parent wishes for their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child will still participate fully in the trip or activity if it is not cancelled. In the majority of cases Ormiston Meadows Academy pays additional costs in order to support visits

5. Residential Trips:

When organising a school residential trip which takes place in school time or mainly school time, a charge will be made to cover the costs of board and lodging as well as transport costs. A voluntary contribution may be asked for to cover any additional costs incurred (please see section 4 below). Parents who are in receipt of certain benefits may be eligible for a reduction in charges (please see section 5 below)

6. After School Activities

The Academy endeavours to offers a wide variety of after school activities. Where sessions are run by external providers a small charge may be made. Parents will be advised of any charges at the time of booking

7. Breakfast and After School Club

Ormiston Meadows Academy runs a breakfast and after school club on site for academy pupils. This is a fee paying service as it is outside of the Academy's educational activities. Fees for this are reviewed annually.

8. Breakages

Parents/carers may be asked to pay for the cost of replacing broken windows or damaged books etc., when this is as a result of pupils' behaviour.

9. Private Use of Academy Facilities

Governors delegate the responsibility for determining charges for the private use of Academy facilities by members of staff, for example, private telephone calls and reprographics to the Principal.

4. Voluntary Contributions:

Where voluntary contributions are asked for it will be made clear to parents that:

- the contribution is genuinely voluntary and that parents are under no obligation to pay; and
- registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

5. Remissions:

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that consideration can be given to a reduced charge to parents in particular circumstances for some activities and visits where charges can legally be made. This remissions policy sets out the circumstances in which charges may be waived. Criteria for consideration for remissions are given below:

Parents in receipt of –

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit during the four weeks period immediately after your employment finishes or after you start to work less hours per week run-on
- Universal Credit with an annual net earned income of no more than £7,400 a year (as from 1st April 2018)

In addition, the Academy appreciates that there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. In circumstances of hardship, parents are able to apply for the remission of charges in part or in full.

Authorisation of any remission will be made by the Principal. Remission requests should be made in writing to the Principal, marked 'Confidential'

6. Monitoring and Review

This policy will be reviewed every three years and after any changes to relevant legislation or statutory guidance.