



The Academy at
St James
Aspire, Achieve, Believe

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CHARGING AND REMISSIONS POLICY

Reviewed and Approved by:-

Date of meeting:-

Signature:-

Position:-

Date:-

Next review date:-

The Academy at St. James

Charging and Remissions Policy

INTRODUCTION

The Governing Body recognise the valuable contribution that the wide range of additional activities, including educational visits and residential experiences, can make to a pupil's education. The Governing Body aims to promote and provide such activities both as a broad and balanced curriculum for the pupils of the school and as additional, optional activities.

It is our intention that educational visits are accessible to all the children in the year group concerned some of these will be delivered at no cost, some will only be feasible with a contribution from parents/ carers. The amount needed for the visit is the total cost of the visit divided equally between all the children planned to take part.

Parents are asked to make a voluntary contribution to cover the costs and are given the opportunity to do this in one payment or by instalments over a period of time should they prefer. This period may be extended, if necessary, after discussion with the Senior Leadership. In the case of a more expensive visit (eg residential), a non-refundable deposit is requested and then the opportunity to pay by instalments or in total, is given over a longer period of time.

Where there is a shortfall in funding from voluntary contributions the Headteacher may decide that the activity should be cancelled.

CHARGES

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

☐ School visit in school hours. The board and lodgings element of approved residential activities deemed to take place in school hours.

The cost of transport to and from the venue of a school visit and any admission fees.

- Activities outside school hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours

- Individual instrumental tuition

The cost to the pupil for providing any musical instrumental tuition not part of the normal provision.

- Charging in Kind

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Art/DT, Science and Cooking

The Governing Body reserve the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

GENERAL

The Governing Body may from time to time amend the categories of activities for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents will be advised that the continuance of an activity will 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.

REMISSIONS

Where the parents of a pupil wish to request financial support, the Governing Body will consider a remit towards the cost of board and lodgings for residential activities which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body, through its Chair, may wish to remit in full or in part the cost of other activities for particular groups of parents, for example in the case of family hardship. Each case would be considered in confidence.

Authorisation for such remission will be made by the Chair of Governors in consultation with the Headteacher.

DAMAGED OR LOST ITEMS

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. This charge will be refunded if the lost item is returned at a later date.