



All Saints Inter Church Academy Charging and Remissions Policy

Date of Policy: March 2022

Date of Review: January 2024

Responsibility of: The Governing Body and staff of All Saints Inter Church Academy

This policy was written by the Governing Body of All Saints Inter Church Academy in conjunction with the Headteacher and staff.

Our school aims as a Christian community are:

- Pursuing excellence in teaching and learning
- Challenging children to reach their full potential
- Nurturing spirituality and respect for self and others
- Inspiring values for life.

Purpose of Policy

The purpose of this policy is to ensure that there is clarity over those items which the Academy will provide free of charge and those items where there may be a charge.

Definition

The school day is defined as: 8.50am – 3.05pm. The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The governors will monitor the implementation of the policy.

Policy Statement

During the school day all activities that are a necessary part of the National Curriculum/National Strategies plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between school and the activity.

This excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Charges are made by the provider, but bursaries are available to families in receipt of eligible benefits. In cases of hardship, governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Unless the teaching is an essential part of the National Curriculum for a public examination syllabus being followed by the pupils, we will make a charge in the form of voluntary contribution.

Voluntary contributions will be sought for activities during the school day which entail additional costs for example trips out and visitors to the school.

If insufficient funds are collected as voluntary contributions, it may be necessary to cancel trips or activities and this will be made known to parents/carers at the point at which the contribution is requested.

When contributions and/or charges are requested, parents/carers will be told how amounts were calculated.

No child will be prevented from participating because his/her parents/carers cannot or will not make a contribution.

Optional activities outside of the school day

We will charge for optional extra activities provided outside of the school day, for example a visit from a theatre group. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of the time spent falls outside of the normal school day, charges will be made.

Residential Trips

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

Where there are instances of hardship, in families who are not in receipt of eligible benefits, cases will be considered by the Finance Committee on an individual basis.

Calculating Charges

When charges are made for an activity, whether during or outside of the school day, or a voluntary contribution is asked for, they will be based upon the actual costs incurred, divided by the total number of pupils potentially participating. There will be no levy on those who can pay to support those who cannot or will not pay. Support for cases of hardship will come through school funds, fundraising and donations.

Eligible Benefits

Parents/carers who are in receipt of the following benefits will, in addition to having a free school lunch entitlement also be entitled to the remission of charges:

- Income support
- Income based job seekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child tax credit, where the parent/carer is not entitled to working tax credit and whose annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed the allowance.
- Income related employment and support allowance
- Work tax credit 'run on'