



<b>Charging and Remissions Policy</b>	
Policy Ref:	Gen 003
Status	<b>For adoption by all Academies</b>
Purpose	To ensure that parents are clear about the academies approach to charging for activities linked to the delivery of the curriculum at the academy.
Committees	Trust Board
Other linked policies	
Issue Date:	October 2018
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### Introduction

1. The Trust Board recognises the valuable contribution that the provision of a wide range of enrichment and extension activities can have in providing a broad, balanced and fulfilling educational experience for pupils across our academies. To achieve this the curriculum offer at our academies should be vibrant and innovative with enrichment and extension activities that are carefully planned to enhance pupils' learning. Activities may include clubs, out of school trips, residential visits, placements and experiences in environments that are outside of our pupils' everyday experience.
2. (Throughout this policy, the term "parents" means all those having parental responsibility for a child).

### Charging

3. The Trust Board through the Local Governing Boards reserves the right to make a charge in the following circumstances for enrichment activities organised by the academies within the Trust.
  - School trips and residential visits in school time: the board and lodging element of the residential experience and any charged for outdoor pursuit courses.
  - Activities outside school hours: the full cost for each pupil of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.
4. The Trust Board through the Local Governing Board also reserves the right to make a charge in the following circumstances:
  - Acts of vandalism and negligence: to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil or pupils.

### Remissions

5. The Local Governing Board may remit charges in full or in part to other parents after considering specific hardship cases. The Local Governing Board invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Executive / Associate Principal / Headteacher may authorise any remission in consultation with the Chair of the Local Governing Board.

### Insurance

6. Any insurance costs will be included in charges made for trips or activities.



### **Voluntary contributions**

7. Voluntary contributions help to cover the cost of transport by coach, train or tram and any entrance costs incurred by our academies. Voluntary contributions towards an on-site visit by external providers help to cover the cost of their transport to the academy and daily rate for the services provided.
8. Nothing in this policy statement precludes the Local Governing Boards at our academies from inviting parents to make voluntary contributions. In such circumstances the Local Governing Board will make clear that such contributions are:
  - voluntary;
  - that children of parents who do not contribute will not be discriminated against; and
  - that if insufficient contributions are received the trip may be cancelled.
9. Each Academy will provide a Charging and Remissions Statement which will indicate which activities will incur a charge.



## Appendix A

### Charging and Remissions Statement

The Local Governing Board of each Academy will agree where the following will apply for charging for school activities:

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#### **Musical Instrument Tuition**

Each year our Academy will offer tuition from the Tameside Music Service. The tuition is offered in addition to the normal academy curriculum. The academy allocates this tuition based on applications from pupils. It is our policy to share these charges amongst all pupils receiving any tuition, to minimise costs. Invoices are issued termly, in advance, to the families of participating pupils.

#### **Voluntary Contributions**

It is sometimes essential for a year group or class, as part of their academy curriculum, to visit an establishment or site during the academy day. All pupils in the year group or class would be entitled to go on the trip. The academy would incur costs for these visits, e.g. travel costs, entry charges, costs for covering teachers accompanying pupils. The academy will, therefore, request a voluntary contribution from families to cover these costs. Pupils whose parents do not contribute will not be treated any differently to pupils whose parents do. It should be understood, however, that if insufficient voluntary contributions are received, the trip may have to be cancelled.

#### **Residential Visits or Trips not Part of the Academy Curriculum**

Other visits or trips may take place where pupils are able to go on a voluntary basis as the activity happens mainly or wholly outside of a normal academy day. These visits or trips must be funded by families to cover all costs involved. Staff will work with the Trust to achieve financial support, where available.