



**Business  
&  
Financial Handbook**

**Section 6**

**CHARGING & REMISSIONS  
POLICY**

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## CHARGING & REMISSIONS POLICY

The trustees of the Wandle Learning Trust and members of Local Governing Committees aim to promote and provide a wide range of experiences and activities for pupils; both as part of a broad and balanced curriculum and as optional extra activities.

### Charging for School Activities

*No charge can be made for the provision of education that is an essential part of the schools syllabus or curriculum during school hours*

The trustees delegate to Local Governing Committees and Headteachers the right to make a charge under the following criteria if they choose to and subject to the remissions criteria outlined in this policy.

- *Residential activities taking place during school hours:* When such visits are provided as a required part of the school syllabus or required in relation to the National Curriculum, then only the board and lodging element is passed on.

Where a residential activity is provided but it is not required as part of the school syllabus or required in relation to the National Curriculum, then all costs including travel may be passed on.

- *Non residential activities or visits that happen inside or outside of school hours when these are **not** an essential part of the academy's curriculum or syllabus.* Parents can be asked to make voluntary contributions to cover the full costs of visits or activities. The decision whether to charge will sit with the Academy Headteacher and Local Academy Committee. Examples include:

- Entry fees to museums, theatres, cinema etc (inc travel costs)
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Musical events

- *Individual instrumental tuition.*

Parents can be asked to pay for the full cost of individual instrumental tuition, where that that tuition is **not** an essential part of each academy's curriculum or examination syllabus.

➤ *Examinations:*

There will be no charge made for entry into external examinations, unless they wish to alter each Academy's recommendations. Entry fees may be claimed from parents/carers of pupils who fail to complete examination requirements.

Where an academy Headteacher judges it to be beneficial to the educational progress of pupils to re-sit examinations, the academy will fund the entry fee. In cases where pupils are entered for re-sits at the request of parents/carers despite the Headteacher's view that the re-sit will not be beneficial, the fees will be charged to parents/carers.

➤ *Swimming*

Swimming lessons when provided as part of the National Curriculum and during school hours will not be charged for.

➤ *Materials*

Parents/Carers can be charged or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.

➤ *After and pre school clubs, after school care or enrichment activities.*

The Headteacher and/or Local Academy Committee can charge for the costs of providing after school clubs or enrichment activities.

➤ *Breakages & Damage*

In cases of wilful or malicious damage to the academy or trust's premises or equipment; the Headteacher has the discretion to seek reasonable recovery costs from parents/carers.

➤ *School meals:*

Pupils who are not eligible for Universal Free School Meals or Free School Meals, may be charged at the rate agreed by the Local Academy Committee.

**Activities arranged by a third party**

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the policies on charging or remissions.

## **Voluntary Contributions**

Where voluntary contributions are sought the following points are taken into account:

- The budgetary pressures on the Academy and their impact on the ability of the school to provide the desired range and level of service to be offered to pupils.
- That requests to parents/carers for contributions make it clear that the contributions are voluntary.
- That parents/carers are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

## ***Remission of Charges***

The Headteacher and Local Academy Committee can agree a contribution of £75 from school funds towards the cost of educational visits if a parent can prove that the student is registered for free school meals or is in receipt of child tax credits with an income of less than £16,000. One payment of £75 per term per individual applies.

The Academy Headteacher can in exceptional cases of hardship, agree to waive or part waive the costs of an educational activity, visit or trip and cover these costs from other school funds. The organiser should obtain a letter or email from the parent or carer, outlining their individual circumstances.

**Where charges apply, the monetary value of the charge can be obtained from the individual Academy school office**