

# HILLSIDE ACADEMY



## CHARGING AND REMISSIONS POLICY

### **CHARGING POLICY**

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours.

The school operates the discretion to invite parents to make voluntary contributions for school time activities. If insufficient voluntary contributions are made the decision may be taken not to go ahead with the visit as the school cannot always afford to underwrite the cost.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

### **Charging for School Activities**

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

## **School Visits**

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as “optional extras” are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents 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.

## **Voluntary Contributions**

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

Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.

All requests to parents for contributions make it quite clear that the contributions are voluntary.

Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Voluntary contributions are sought from parents in receipt of Income Support or Family Credit in line with the remission policy.

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents.

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events

## **Remission of Charges**

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits;

- Free school meals
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, (refer to latest guidance)

- Guarantee element of State Pension Credit

Advice is sought from Pupil Support & Transport Section annually for any changes in these requirements.

In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

**Activities arranged by a third party**

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the Local Authority's policies on charging or remissions. Where such visits would entail approval of leave of absence for pupils and teaching/nonteaching staff involved full details will be submitted, through the Governing Body, to the Local Authority for approval.