



ACADEMY CHARGING & REMISSIONS POLICY

The academy wishes to provide for all pupils the best possible educational opportunities available within the funds allocated. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the academy warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from the parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The academy's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.

The Governing Body of Primrose Hill C of E Primary Academy has decided that until further notice its policy will be as follows:

1. **Day Visits** – For visits occurring during school time the academy will invite a voluntary contribution from parents to meet costs. For visits outside school time, parents will be charged for all allowable costs. Charges may be waived or reduced for children whose parents make application to the Principal.
2. **Residential Visits during School Time** – The academy will invite voluntary contributions from parents to meet costs. Charges may be waived or reduced for children whose parents have financial difficulties in meeting the full costs.
3. **Any visit required because of recognised Public Examinations, the National Curriculum or the Law on Religious Education** - as for (2), above.
4. **Instrument Music on an Individual Basis** – All music tuition and musical instrument hire is now charged for. All payments in this respect are made termly. The charge is waived in respect of children whose parents are in receipt of Income Support or Family Credit.

5. **Classroom Materials** – No charge will be made for materials or equipment. However, for certain practical activities [Technology, Cookery etc.] parents will be invited to pay a nominal amount on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.
6. The Governors of the academy are required to keep their policy under review.

* Allowable costs include:

- (a) The pupil's travel subsistence costs;
- (b) materials, book, instruments and other equipment;
- (c) non-teaching staff;
- (d) costs of teaching staff where separately engaged under a contract for services for the visit or activity;
- (e) entrance fees to museums, castles, theatres, etc.;
- (f) insurance costs.

General

The Governing Body may from time to time, amend the categories of activity 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 may be advised that the continuance of an activity may 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 are in receipt of income support or family credit, the Governing Body may offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The Governing Body 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. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Principal in consultation with the Chair of Governors.

The academy regularly applies from grants from a charitable body, 'The Lydney Grammar School Foundation' in support of families requesting, and eligible for financial support for residential trips. Grants received are paid on behalf of the families in question directly to the academy in whole or part payment for the activity. To request a grant the Principal writes to the Foundation in the first instance.