



Spa Academy Askern

Charging & Remissions Policy

Reviewed: September 2018
Next Review: September 2019

CHARGING AND REMISSIONS 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, except where teaching individual pupils or groups to play a musical instrument is provided by peripatetic music teachers from Doncaster's Music Service.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside or within 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 outside or within school times that are regarded as "optional extras" are passed on to parents in full. On these occasions pupils carry on with work at school if they do not participate in these optional extra opportunities. 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. Parents are given payment cards for residential visit so that they have the option of paying by instalment over a number of months.

Music Tuition

Charges are made for teaching either an individual pupil or pupils in a group of, to play a musical instrument, if the teaching is not an essential part of the National Curriculum i.e. children who wish to learn to play a musical instrument in lessons led by peripatetic music teachers from Doncaster's Music Service.

Each term the cost of teaching hours is divided by the number of pupils participating and the charges are passed on in full to parents, with the remissions policy being applied as appropriate.

Materials

Parents may be charged for, 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.

Uniform

The school orders school uniform ties and book bags on behalf of parents from our approved supplier. This is a service provided to parents and is non profit making with uniform charges matching the cost price.

Voluntary Contributions

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

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

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

Where voluntary contributions are invited no child 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 remissions policy.

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

- Sporting activities which require transport expenses
- Whole class visits to the theatre
- Whole class visits to art galleries
- Whole class visits to museums
- School educational visits

Remission of Charges

Where pupils are in receipt of Pupil Premium, parents will be advised that they are able to request support towards the cost of residential visits and educational visits.

Parents who are in receipt of certain benefit payments, at the time of the school trip, may be eligible for the reimbursement of the board and lodging cost element of the trip.

Parents must be in receipt of one of the following benefits at the time the visit takes place:

- Free School Meals
- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit, and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 (2016/2017 Financial Year)
- Guarantee element of State Pension Credit

- An income related employment and support allowance that was introduced on 27 October 2008

Parents should contact their school in order to obtain the necessary form. This completed form should be submitted to staff at the child's school. Proof of receipt of one of the above benefit payments will also need to be shown to school staff in order for the form to be certified as eligible.

Further information can be obtained from the Pupil Support and Transport Team on:

- email TransportandPupilSupport@doncaster.gov.uk
- tel: 01302 737325

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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.