



## WEST DARTMOOR FEDERATION

### POLICIES & PROCEDURES

**TITLE: Charging and Remissions Policy**

#### **DOCUMENT MANAGEMENT**

This document was **adopted** at the **Full Governing Body meeting on 21<sup>st</sup> January 2019**

The document is subject to **review on an annual basis**

The next review will be **spring term 2020**

#### **MODEL POLICY STATEMENT**

The **Local Authority policy** and the **Department for Education guidance** have informed the content of this policy.

#### **IMPACT OF THIS POLICY ON THE ETHOS OF SCHOOLS IN THE FEDERATION**



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## POLICIES & PROCEDURES

### WEST DARTMOOR FEDERATION CHARGING & REMISSIONS POLICY

All academy policies reflect the values of each of the academies

#### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the Trust will provide free of charge and for those items where there may be a charge.

#### **Definition**

The school day is defined as: 0845-1500. The lunch break does not form part of the school day.

#### **Responsibilities**

The Head teacher will ensure that staff are familiar with and correctly apply the policy. The Directors will review the policy annually.

#### **Policy statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided. Some activities may incur a voluntary contribution. This contribution includes any materials, equipment and transport to take pupils between the school and the activity.

It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (See below)

There will be no charge for any activity that is an essential part of the syllabus.

Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. If insufficient funds are available it maybe necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Head teacher to agree to their child being absent for that period.

Payment will be sought from parents for damage or loss of academy property when this occurs deliberately or through negligence.

No charge will be made for books, materials or equipment provided in connection with the National Curriculum unless parents wish their child to purchase a product (eg Food Technology).

#### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, pupil premium and fundraising.



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#### **Eligible Benefits:**

Parents who would qualify for support are those who are in receipt of eligible benefits ie:

- Income Support (IS)
- Employment and Support Allowance (income related)
- Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190
- Income based Jobseeker's Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

All requests for support with charges will be considered by the academy.

The principles of best value will be applied when planning activities that incur costs to the academy and/or charges to parents.

#### **Music Tuition**

In cases of hardship the academy will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

The Head teacher has the discretion to make any ultimate decision regarding this charging and remissions policy.