The Hills Academy

Charging and remissions Policy

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1. Introduction

The Hills Academy endorses the principles of the 1988 Education Act in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

The policy complies with the requirements of the Education Act 2011 (where 'parent' is referred to this will include adults with a responsibility for the pupil)

We aim to:

- Make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

2. Education during school hours

The DFE states that "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity" It goes on to advise that "although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind)" When additional costs are incurred by The Hills Academy to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot make a contribution.

3. Education outside of school hours

The DFE states that "parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of that national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay." The Education Reform Act 1988 described activities, which can be charged for as optional extras.

4. Remissions

To ensure that access to activities reflect intentions, The Hills Academy will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Income based jobseekers allowance, support under part IV of the immigration and Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organises for the pupil if the activity is deemed to take place within school hours. There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When a chargeable activity is arranged parents may apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher.

5. Data protection of pupils and families

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be acomplished by electronic charging for school meals and central payment systems.

6. Contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

7. Charges

The Governing body reserves the right to make a charge for the activities and items detailed below:

Trips which are not part of the school curriculum or are outside the school day (i.e. residentials)

After School and Pre-school clubs

Music tuition provided for an individual or group of pupils

Damage to school property – the cost of replacing an item, such as a broken window or defaced, damaged or lost book, where this is a result of pupil behaviour.

Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.

Damage to school books (Reading scheme)

Amendments

Amendment Details	Made By	Date
Policy written	Governors and Headteacher	July 2017