



# Charging and Remissions Policy

Abbey Park School

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## Version Control

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## 1. Introduction

The Trustees of The Park Academies Trust recognise that a charging and remissions policy is required for each school within the Trust. It has delegated the responsibility for a The Charging and Remissions Policy for Abbey Park School to the Local Advisory Board

## 2. Policy Statement

The Local Advisory Board recognises that a wide range of activities including; clubs, visits and residential experiences, make a valuable contribution towards the educational and social development of pupils.

The Local Advisory Board wishes to promote and provide such activities and encourage broad participation.

Some activities (or parts of activities) will be charged for whilst other activities or elements of activities will be provided free of charge. In addition, there may be occasions where voluntary contributions are invited.

Section 33 of the Academy Funding Agreement requires the Trustees, through the Local Advisory Board, to set out a Charging and Remissions Policy in line with Sections 449-462 of the Education Act 1996.

The following policy sets out the Abbey Park School policy for charging and remissions, some elements of which are the statutory requirements and others are discretionary but believed by The Local Advisory Board, to be appropriate to the Abbey Park School community.

This policy applies equally to all pupils.

### 2.1. Charging

Abbey Park School **will not** charge for:

- any admission application
- education provided during school hours; including the supply of any materials, books, instruments or other equipment
  - school hours are; Monday to Friday, 08:45 to 15:10 in term time, excluding the two 15 minute breaks and the 35 minute lunch break, INSET and bank holidays
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education

- entry for a prescribed public examination, if the pupil has been prepared for it at the school, and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and where Governors accept a valid reason for the re-sit.
- Voluntary contributions may be sought to contribute towards costs such as transportation and the fees of any third party providers.

Abbey Park School **will** charge for:

- Optional Activities (an optional activity is one that does not form part of the National Curriculum requirements and is being provided by the School to enrich the educational experience) as follows:
  - a. all elements of an optional activity outside the school day
  - b. all elements of an optional activity within the school day other than teaching staff costs (charges may be made for cover staff and support staff) and may include; transportation costs, entry fees, costs of external providers/organisations, insurances, subsistence
- Residential visits
  - a. the full cost of board and lodging incurred by participation in any residential visit (whether undertaken as a curriculum activity or as an additional optional activity)
  - b. optional activities charges
- Optional Extra's
  - a. any materials, books, instruments, or equipment, where the pupil's parent wishes him/her to own them;
  - b. music and vocal tuition where it does not form part of National Curriculum provision
  - c. 'after school clubs' and other similar, non-curriculum activities
  - d. School meals
    - i. Pupils entitled to a Free School Meal will be provided with a two course meal and water at lunch time
- Damage/Loss
  - a. wilful damage, neglect or loss of School property (including equipment, premises, furnishings, books or materials) for the full cost of the repair or replacement (or a lower charge at the discretion of the Principal)
- Transportation
  - a. to and from the School at the start and end of the school day
- Examinations:
  - a. re-sits where they are at the request of the parent or pupil
  - b. re-marks where they are at the request of the parent or pupil
  - c. entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- d. entry fee(s) if the registered pupil fails to sit their entry for a prescribed public examination without what the School considers a valid reason

Participation in any optional activity will be on the basis of parental choice and a willingness to meet all the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional activity where charges will be made.

Charges made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. Charges will not include an element of subsidy for pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

### **2.2. Remissions**

In order to remove financial barriers from disadvantaged pupils, the Local Advisory Board has agreed the following policy on the remission of charges.

- Any pupil registered for Free School Meals shall be entitled to:
  - the full remission of board and lodging charges for any residential visit where the activity forms part of curriculum activity
  - a contribution to board and lodging charges for an optional activity that takes place outside the school day
- Any family experiencing financial difficulties may write, in confidence, to the Principal requesting support for any optional activity or optional extra. The Principal may, at their absolute discretion, remit in full or in part any charges applied if they consider it reasonable to do so.

### **2.3. Communication and Charging procedure**

All letters concerning trips and activities will clearly set out the nature of any charges, which charges are compulsory and any that are voluntary.

The communication will set out if the visit or activity is optional or a part of the National Curriculum.

Trips will be advised at the earliest opportunity and the facility to pay by instalments via the electronic payment system will be in place where appropriate.

None payment of appropriate charges are a debt and the School is entitled to seek to recover that debt as it sees appropriate.