



**An Daras**  
Multi Academy Trust

# **An Daras** Multi Academy Trust **Charging and Remissions Policy**

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

<b>Status: Approved</b>	
Recommended	
Statutory	Yes
Version	v1.0
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Review (v1.0)	<b>Feb 2017</b>
Advisory Committee	Local Governing Bodies Resources and Staffing
Linked Documents and Policies	-

## **Charging and Remissions Policy**

This policy is drawn up in accordance with the requirements of Section 449-462 of the Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities, which also apply to the Academy Trust as set out in our Funding Agreement with the Secretary of State.

There are four principles underlying the provisions for charging:

- That education in schools should be free
- That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost
- That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours
- That schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours

The Board of Directors and Local Governing Advisory Bodies recognise the valuable contribution that the wide range of additional activities, including sporting events, theatre, educational visits and visiting speakers can make towards the pupils' education.

The Directors and Local Governing Bodies aim to promote and provide such activities, both as part of a broad based curriculum for pupils of the Academy Trust, and as additional optional activities.

Furthermore, the Directors and Local Governors recognise the support that our parents have given to these activities in the past, and place on record their appreciation of this support. It is very much hoped that this will be able to continue in future.

1. Trips and activities with identifiable groups, e.g. class groups or year groups or whole school, wholly or mainly during school hours will be funded by voluntary contributions. Swimming is part of the national Curriculum and the academy invites parent and carers to make voluntary contributions for this. No child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution. However, should there be insufficient voluntary contributions for an activity, the academy may have to cancel that activity if parents are reluctant to support it. These activities may include museum trips, sporting or outdoor activities, theatre visits and musical events.
2. Board and lodging costs on residential trips will be charged at full cost, except for those parents whose children are registered for Free School Meals. The school may choose to fund/part fund the cost of these trips using Pupil Premium Funding. This decision will be made annually, dependent upon annual PPF priorities.

3. The Directors/Local Governors may set aside some monies to cover the costs of visits for pupils, where parents are unable or unwilling to make voluntary contributions for an activity (see section 1), but this may need to be taken from other essential items, such as books, etc.
4. Optional trips and activities wholly or mainly outside school hours, will be charged at full cost. Individual charges will not exceed the actual cost divided by the number of pupils willing to participate and there will therefore be no element of subsidy for any other pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.
5. After school activities and child supervision costs may be charged, depending upon whether there are additional costs to the school e.g. staffing, resources.
6. Individual tuition in the playing of a musical instrument which is additional to the music curriculum entitlement will be charged for. Parents in receipt of state benefits may be entitled to a reduced payment.
7. The school may invite voluntary contributions in cash or kind towards the cost of ingredients, materials and equipment for cookery, sewing, craft, design and technology, where the finished product is to be sent home.
8. Charges for providing information under the Freedom of Information Act will be made in accordance with the school's Freedom of Information Policy and Publication Scheme.
9. The school will make full charges for breakages and loss of school property if felt appropriate.
10. There may be circumstances of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. The Local Governors invite parents to apply, in confidence, for the return of charges in full or in part. Authorisation of the remission will be made by the Executive Headteacher in consultation with the Chairman of Local Governors.

This policy has been approved by the Local Governing Advisory Bodies and Board of Directors and will be reviewed every 2 years.

**Policy approved:** January 2015 (Local Governing Body)

**Policy adopted:** February 2015 (Resources & Staffing Committee)

**Next review:** February 2017

Signed: .....

Chair R & S Committee