



## Charging and Remissions Policy

<b>Category:</b>	Charging and Remissions Policy
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<b>Version:</b>	1
<b>Status:</b>	
<b>Issue Date:</b>	February 2016
<b>Next Review Date:</b>	March 2017

## **Contents**

<b><u>Section</u></b>	<b><u>Page</u></b>
1. Introduction	3
2. Educational Visits and Extra Curricular Activities	3
3. Voluntary Contributions for Non Curriculum Activities	3
4. Residential Visits for Curriculum Activities	4
5. The charging policy for activities of the school – Appendix 1. <ul style="list-style-type: none"><li>• Swimming</li><li>• After School Activities</li><li>• Damages or Breakages</li><li>• Uniform</li><li>• Other Charges</li></ul>	5 5 5 5 6

## **Introduction**

1. This document sets out the Charging Policy of Eden Academy and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

## **Educational Visits and Extra-curricular activities**

2. The Governors will support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum.
3. Where costs are involved, parents will be asked to contribute so that each activity is self-funding. Eden Academy staff and transport costs will be met by school. If funds received are insufficient, the visit may be underwritten by the School, or cancelled, at the discretion of the Head of School.

3

## **Voluntary Contributions for Non Curriculum Activities**

4. When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory.
5. The level of contribution is decided by the Head of School and is designed to cover the cost of the activity without affecting the schools budget allocation.
6. Staff costs will always be met by school as will vehicle costs. There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include children whose parents have not paid any

contribution. In these circumstances the school would not treat these children differently from any others. Parents have a right to know how each trip is funded and the school will provide this information on request.

### **Residential Visits for Curriculum Activities**

7. If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, no charge is made for the education element. A charge will, however, be made to cover the costs of board and lodging. Activities which take place out of normal school hours, costs of hiring trained staff for specialist activities will be charged in addition to board and lodgings. Eden Academy staff costs and vehicle costs will be met by school.

**The charging policy for the activities of the school are outlined in Appendix 1.**

### **1. Swimming**

The school organises swimming lessons for all children. These take place in school time and although they exceed the National Curriculum requirement, the school does not levy a charge to parents.

### **2. After School Activities**

The school offers additional after school activities. Some of these activities have a charge where parents are expected to pay the charges made. Eden Academy staff and vehicle costs will be met by Eden Academy.

### **3. Damages or Breakages**

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc, will render the parent liable for the cost of repair or replacement. In cases of accidental damage to personal property within school application to be made to the Head of School to cover full payment at his discretion or refer to the Chair of Governors if the claim is considered to be excessive.

In any matter of dispute arising over interpretation, the Governors will be guided by the DfE regulations currently in use.

### **4. Uniform**

Eden Academy present parents with a cardigan or sweatshirt on admission to the school and/or transfer to the Secondary part of the school. Children's cardigans and sweatshirts are available for sale from the school office at cost price. Adult sizes reflect VAT.

Eden Academy does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

## 5. Other Charges

Each school in the Academy may charge for the use of facilities and in each case the Head of School will consult with The Head of Finance and Resources before any charges for activities are made.

Potential examples of other charges Examples include

- Hire of school hall
- Hire of school field
- Hire of hydrotherapy pool
- Minibus Hire

Each case will be treated on its merits taking into account the cost benefits and the benefits to the school and wider community.