



Charging and Remissions Policy

Introduction.

Highgate Primary Academy and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. Highgate Primary Academy aims to promote and provide such experiences for the pupils of the academy, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. This policy will set out the circumstances in which charges will or will not be made for academy activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from academy visits, curricular and extra-curricular activities.

Statement:

The policy complies with the requirements of the Education Act 1996

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:-

- To make academy 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 academy
- To respond to the wide variations in family income while not adding additional unexpected burdens to the academy budget.

Legislation – Educational During Academy Hours

The DfE in its guidance to Academy Governors states that “education provided during academy hours must be free. The definition of “education” includes materials, equipment and transport provided in academy hours by academy to carry pupils between the academy and an activity.” It goes on to advise that “although academies cannot charge for academy time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)”

When additional costs are incurred by Highgate Primary 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 or will not make a contribution of any kind.

Education Outside Academy Hours

The DfE in its guidance to Academy Governors states that “Parents can only be charged for activities that happen outside academy hours when these activities are not a necessary part of the 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 academy hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

Remissions

To ensure that access to activities reflects intentions, Highgate Primary 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 academy 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 very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal academy 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. If sufficient contributions are not received the activity may be cancelled.

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 academy curriculum or are outside the academy day (i.e. residential)
- After academy and pre-academy clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to academy property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to academy by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Damage to academy books (e.g. Reading scheme)

Individual Music Tuition

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during academy hours. Parental agreement and a signed contract will be obtained before the tuition is provided



Ingredients or Materials for Practical Subjects

There may be times when parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

Lost Academy Equipment, Books etc

Parents will be expected to replace or pay for the cost of lost items of Academy property.

Breakages and Damage to Academy Buildings, Furniture or Property

Parents will be charged for damage caused as a result of a pupil's behaviour.

Residential Activity

The DfE in its guidance to Academy Governors states that "For a residential activity taking place largely during academy time, or essential to the education provided at the academy, no charge may be made for either the education or the costs of the travel.

However, charges will be made for board and lodging in these circumstances, except for pupils who are receiving Income Support or Family Credit. The Principal will tell all parents of the right to claim free activities if they are in receipt of these benefits." A voluntary contribution will be requested by the academy for such activities.

(Highgate Primary Academy will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 – 111,117, and 118. The guidance is contained in the DCSF circular 2/89: Charges for Academy Activities).

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

This Policy was agreed on: September 2015

Policy to be reviewed on: September 2017