



## **CHARGING AND REMISSIONS POLICY**

Thomas's Academy is a government-funded school which provides a full education for free.

### **ADMISSIONS**

There is no charge for admissions.

### **SCHOOL MEALS**

There is no charge for school meals for children who are entitled to free school meals or KS1 universal free school meals. Pupils who are not entitled to free school meals will be charged a set amount per week or per term decided by the LA. Current (2016/17) charges are £1.80 per day.

### **PUBLIC EXAMINATIONS**

There is no charge for examinations that are part of the curriculum. The fees relating to music exams following extra-curricular instrumental lessons are payable by parents.

### **ACTIVITIES THAT TAKE PLACE DURING SCHOOL HOURS**

There is no charge for activities during school hours with the exception of music tuition.

There is no charge for transport during school hours to school-organised activities.

### **ACTIVITIES THAT TAKE PLACE OUTSIDE OF SCHOOL HOURS (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- Part of the set curriculum, including sports matches against other schools
- Part of the school's basic curriculum for religious education.

### **CHARGES MAY BE APPLICABLE FOR THE FOLLOWING:**

- Optional extras (as outlined below)
- Music or vocal tuition
- Residential activities
- School Trips and Outings
- Damages to property or breakages

## **OPTIONAL EXTRAS**

The school will charge for optional extras. These are defined as education and/or childcare provided outside of school time that is not part of the National Curriculum or religious education.

The Headmaster will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the head teacher on the recommendation of the finance committee. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges.

Current Optional Extras in place are as follows:

After-School Clubs - £10 per term

Breakfast Club - £2 per day

## **MUSIC TUITION WITHIN SCHOOL HOURS**

Thomas's Academy follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

Thomas's Academy is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be reduced by 50% for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

Current Music Tuition charges are as follows £5 per lesson as a group; £12 per lesson as an individual.

## **RESIDENTIAL ACTIVITIES**

### **Our school will not charge for:**

- Education provided on any visit if it is part of the National Curriculum, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

### **Charges will be made for:**

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost or be charged a reduced rate at the discretion of the Head Teacher.

#### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### **Activities**

The school may charge for activities outside of school hours, and for activities which are not part of the National Curriculum or Religious Education.

Current charges for residential activities (2016/17): Year 5 & 6 Residential Trip £70

## **SCHOOL OUTINGS**

As part of the planned curriculum, classes will often undertake outings to local areas of interest, museums, galleries, workshops etc. The school makes every effort to keep the cost of these trips to a minimum, however they are a valuable aspect of our curriculum and so some additional costs to the school are inevitably incurred.

Classes usually walk or travel by public transport to these trips for which there is no charge. We occasionally require the private hire of a coach or minibus to attend trips which are less accessible by public transport. The costs of Museum visits, workshops etc. are also kept to a minimum in order to keep the costs of these activities as low as possible.

Parents are asked to make a voluntary contribution to some class outings. These requests should never exceed the sum of £10 in any given term.

As with the Optional Extras outlined above, the head teacher will decide when it is necessary to request a voluntary contribution for school outings, and the levels of contribution requested. Any contributions requested will not exceed the actual cost of providing the outing, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

If parents are unable or unwilling to pay the suggested voluntary contribution, the school will subsidise class outings for individual pupils so that the whole class can access each trip.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

#### **DAMAGE TO PROPERTY AND BREAKAGES**

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the head teacher and dependent on the situation.

#### **REMISSIONS AND CONCESSIONS**

The school will give consideration to the remission or reduction of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- *Universal Credit*

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The head teacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and head teacher.

## **VOLUNTARY CONTRIBUTIONS**

The Academy may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Current voluntary contributions include a £10 per term contribution requested of parents of children in Early Years.

In addition parents are also asked to make voluntary charity contributions such as £1 or £2 for Dressing Up Days or other charitable events.

## **INABILITY OR UNWILLINGNESS TO PAY**

Thomas's Academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

<b>This policy will be reviewed annually</b>		
Reviewed: January 2018	By	Miles Chester & The Finance Committee
Next review: January 2019	By:	Miles Chester & The Finance Committee