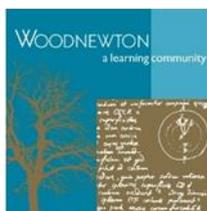




WOODNEWTON ACADEMY TRUST

CHARGING AND REMISSIONS POLICY

Version Reference Number	ST07
Owner	CEO
Person Responsible for Policy	Finance Manager
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Introduction

Woodnewton Academy Trust believes that all children should have an equal opportunity to benefit from Academy activities and visits (curricular and extra-curricular) independent of their parents' financial means. Woodnewton Academy Trust aims to ensure a good range of visits and activities is on offer whilst trying to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

The Chief Executive Officer (CEO)/Head of Academy or School will decide when it is necessary to charge for optional activities. The levels of charge will be set annually on the recommendation of the Finance Manager.

This policy does not form part of any employee's contract of employment.

This policy applies to all staff, children and parents at school within Woodnewton Academy Trust. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

Remissions

Activities where no compulsory charge will be made:-

- National Curriculum education provided during Academy hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside Academy hours if it is part of the National Curriculum, or part of the Academy's basic curriculum for religious education.
- Tuition for children learning to play musical instruments if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place outside Academy hours if it is part of the National Curriculum, or part of the Academy's basic curriculum for religious education.
- Transport during Academy's hours to Academy organised activities.

CHARGING

Activities where a charge may be made:-

- Full cost of board and lodging on a residential visit.
- Full costs of activities which take place wholly or mainly outside Academy hours and are not required to fulfil statutory duties related to the National Curriculum.
- Wilful damage to Academy property/equipment by a child or parent.
- Academy photographs of their child, (if parents wish to purchase them).
- Breakfast/Tea Time Club; where these facilities are available there will be a charge for these services.

- Nursery Fees extended hours; where these facilities are available there will be a charge for these services.
- Two Year Old Provision; where these facilities are available there will be a charge for these services.
- Lost library books.
- Letters requested by Parents

VOLUNTARY CONTRIBUTIONS

There will be some trips and activities for which an Academy is not permitted to charge for and the costs of which the Academy cannot meet out of its usual funds. In this case the Academy will ask for voluntary contributions. This charge will be determined by the number of children in the year group/class and the total cost divided equally between each child.

No child will be excluded from the trip or activity or treated any differently because they did not make a contribution. However, if insufficient contributions are received, it may be that the trip or activity cannot take place.

FAMILIES QUALIFYING FOR REMISSION

In order to remove financial barriers from disadvantaged children, some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. Families who need assistance with charges need to speak to the Designated Safeguard Lead first. All discussions and decisions made will be confidential.

The criteria for qualification for remission are where parents are in receipt of:-

- Income Support.
- Income-based Jobseekers Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (2013/14).
- The guarantee element of State Pension Credit.
- Income related employment and support allowance.

ADDITIONAL CONSIDERATIONS

The Academy recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the Academy will try, where possible, to:-

- Publish a list of visits (and their approximate costs) as soon as possible so that parents can plan ahead.
- Establish a system for parents to pay in instalments.
- Avoid offering opportunities on a “first pay, first served” basis as this may discriminate against children from families on lower incomes.

REFUNDS

If the Academy has overcharged or there are any amendments to the cost of a trip/event, the Academy will reimburse parents as long as the sum is greater than £3.00 per child.

APPROVING TRIPS

It is the Head of Academy’s or School’s responsibility to approve any trips.

However, in the following circumstances the Head of Academy or School **MUST** discuss proposed trips with the CEO and secure their approval:-

- Any trip involving foreign travel
- Any trip costing the Academy in excess of £5,000
- Any trip requiring parental contribution exceeding £100