



Thomas Wolsey Ormiston Academy Charging and Remissions Policy

Policy version control

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1. Introduction

- 1.1. Thomas Wolsey Ormiston Academy recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make toward our pupils' personal and social education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities.
- 1.2. We also believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their family's financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.
- 1.3. The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

2. Aim

- 2.1. This policy sets out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from families.

3. Roles and Responsibilities

- 3.1. The Governing Body is responsible for determining the content of this policy and the Co-Principals for its implementation. Any determinations with respect to individual families will be considered by the Co-Principals.
- 3.2. The Co-Principals are responsible for ensuring staff are familiar with this policy and that it is being applied consistently.
- 3.3. Staff are responsible for implementing this policy and the academy will provide staff with appropriate training in relation to this policy and its implementation.

- 3.4. Families are expected to notify staff or the Co-Principals of any concerns or queries regarding this policy.

4. Voluntary Contributions

- 4.1. Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasize their voluntary nature and the fact that pupils of families who do not make such contributions will be treated no differently from those who have.

- 4.2. The law says:.

- If the activity cannot be funded without voluntary contributions the families will be notified of this from the outset.
- No child will be excluded from an activity because families are unable to pay.
- If insufficient contributions are raised, the activity or visit may have to be cancelled.
- If a family is unwilling or unable to pay their child will be given an equal chance to partake in the experience.

- 4.3. Examples of voluntary contributions that families may be invited to make are:

- Snacks and drinks (purchased on or off the school site)
- Public transport fares
- Purchase of cookery ingredients, when the end products are to be taken home

5. Prohibition of Charges

- 5.1. Legislation prohibits charges made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupils is being prepared for the re-sit(s) at the school
- Education provided on any educational visit that takes place during school hours
- Education provided on any educational visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Body or Local Education Authority has arranged for pupils to be educated

- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- Transport provided in connection with an educational visit

6. Optional Extras

6.1. Charges may be made for some activities that are known as 'optional extras'. Families must agree to their child participating and be willing to meet any charge of providing materials, books, instruments or equipment. These 'optional extras' may include:

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff and teaching staff engaged purely to provide an optional extra
 - Non-prescribed public examination
- Extra-curricular activities and school clubs
- Entrance fees
- Insurance costs
- Individual tuition in the playing of a musical instrument
- Extra-curricular activities (e.g. horse riding) and school clubs
- Breakages and replacements as a result of damage caused willfully or negligently by pupils (taking account of their SEND)
- Any other education or transport unless charges are specifically prohibited

7. Remissions

7.1. In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

7.2. Criteria for qualification for remission are:

- Families 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 the Inland Revenue) does not exceed £16,190
 - Guaranteed element of State Pension Credit
 - Universal Credit
 - Further qualification
 - Children for whom the school receives Pupil Premium funding
- Families may also claim help with some costs in exceptional circumstances where there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made, families may apply in confidence for the remission of charges in part or

full. In such instances, authorisation of remission will be made by the Co-Principals in consultation with the Chair of Governors.

8. Additional Considerations

8.1. The Governing Body 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 we will try to adhere to the following guidelines:

- A system for families to pay in installments
- The possibility to arrange to pay by installments beyond the date of the experience when an opportunity for an educational visit or activity arises at short notice
- The avoidance of offering opportunities on a 'first pay, first served' basis as this discriminates against pupils from families on lower incomes