



Archbishop Courtenay Primary School
In collaboration with The Diocese of Canterbury Academies Trust

Charging and Remissions Policy

Introduction

The Trust is committed to the general principle of free education and recognises the valuable contribution that a wide range of activities, including school visits and residential experiences, can make towards all aspects of a child's education. It also believes that all our pupils should have an equal opportunity to benefit from academy activities and visits (curricular and extracurricular) independent of their parents' financial means.

The Trust 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 each academy will try to adhere to the following guidelines:

- where possible it shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- it will establish a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- it acknowledges that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and will avoid that method of selection.

Charges cannot be made for the following provisions;

- an admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.



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Optional activities outside of the school day

The Academy may charge for optional, extra activities provided outside of the school day, for example, sports clubs run by external organisations. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. These include but are not limited to the following circumstances:

- School trips and residential programs held in school time: the board and lodging element of any residential or outdoor education program.
- Activities held outside school time: the full cost for each student of journeys, trips and residential fees in the UK and abroad which take place at weekends and during holidays, where these are deemed to be optional extras.
- Materials: the cost of ingredients or raw materials used by pupils to make food or technology products where the product will be the property of the student.
- Acts of vandalism or negligence: part or all of the cost of repairs or replacement for loss or damage to buildings or equipment where this is the result of vandalism or negligence by one or more pupils.
- Examination fees: part or all of the cost of entry for an examination, either where the Academy considers the examination unsuitable for the student or where the student fails to complete all of the requirements for the examination without evidence of a good reason, such as a medical certificate.

Any charge made for trips or activities will include insurance costs.

Remission

Where those having financial responsibility for a student receive qualifying benefit, we will remit the full cost of board and lodging for any residential activity which the student is required to attend and which takes place within school time or is necessary for their studies at the Academy.

Qualifying benefits Include -

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed [the sum given in the Inland Revenue and Customs rules]
- Guaranteed element of State Pension Credit
- Income related employment and support allowance (that was introduced on 27 October 2008).



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On a case by case basis, Academies may remit charges in full or part in response to a parental request on grounds of financial hardship where the request has the support of the Headteacher.

Voluntary Contributions

Individual Academies may also organise activities during educational time that are voluntary and collective but can only take place provided there are sufficient voluntary contributions paid by a particular date. In this case, there will be no discrimination against those who have not made a voluntary contribution.

Calculating charges

Charges made for any activity, whether during or outside of teaching time, will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and the school budget.

Arrangements for monitoring and evaluation

The Head of Finance and Business Services will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.