



Holy Trinity C of E Primary Academy

Vision Statement

At Holy Trinity CE Primary Academy, inspired by and rooted in Christian values and teaching, nurture children to become aspirational, courageous, compassionate and joyful young people.

POLICY DOCUMENT	Charging and Remissions
Status	Statutory
Legislation	Education Act 1996, section 457. Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999. Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381. The School Information (England) Regulations 2008 (as amended).
Lead Member of Staff	Anna Woodman
Lead Governor (Monitoring)	Jeremy Shatford
Publication/Revision Date	
Governor Committee	Policy & Curriculum
Approval Date and by	April 2022
Review Frequency	Governors free to determine
Date of next review	April 2023
Publication Date: Academy Website/ Staff information folder	Current

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations.

Table of Contents

1	Introduction	3
2	Voluntary contributions for activities as part of the Curriculum	3
3	Music Tuition.....	3
4	Wrap Around Care	4
5	Charging in Kind	4
6	Swimming.....	4
7	Optional Extra Activities.....	5
8	Additional Activities Organised by the Academy	5
9	Activities not run by the Academy	5
10	Use of Premises.....	5
11	Residential Visits	5
12	Breakages & Fines	6
13	A pupil eligible for free school meals	6
14	Special Needs	6
15	Review	6
16	Document History	6

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations.

1 Introduction

- 1.1 Holy Trinity CE Primary Academy is required by law to publish a policy on charging for academy activities. The Education Act 1996 establishes the basic principle that the education provided by any maintained school/academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school/academy admission charge and no charge for any related activity which takes place during school/academy time.
- 1.2 The Governing Body of Holy Trinity CE Primary Academy recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards children's personal and social education. The Governing Body aims to promote and provide such activities, wherever resources permit, both as part of a broad and balanced curriculum for the pupils and as additional optional activities.
- 1.3 The Governing Body will take into account the finite resources available to the school for remission of payments.
- 1.4 The Governing Body may amend the categories of activity for which a charge or contribution may be required.
- 1.5 Nothing in this Policy statement precludes the Governing Body from inviting Parents to make voluntary contributions towards the cost of providing education for pupils. Indeed, if such voluntary contributions are not forthcoming then many of the activities (in particular visits) may not be able to take place.
- 1.6 The Governing Body will decide on an amount each year out of its delegated budget for the remission of charges, and the level of remission for each activity.

2 Voluntary contributions for activities as part of the Curriculum

- 2.1 When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary; however, if the Academy does not receive sufficient voluntary contributions, it may cancel the activity.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.
- 2.3 If appropriate and funds allow, the Academy or PFA may pay a proportion of the costs in order to support a visit. Information concerning how a trip is funded will be available on request from the headteacher.

3 Music Tuition

- 3.1 All children study music as part of the normal school curriculum. The Academy does not charge for this. Extra-curricular musical clubs provided by the school are also without charge.
- 3.2 There is a charge for individual or group music tuition if this is not part of the curriculum. This charge is paid directly to the person or organization which provides the tuition.
- 3.3 The Academy will give parents information about additional music tuition via the academy weekly newsletter.

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations.

4 Wrap Around Care

4.1 The Academy offers Wrap Around Care. The following charges are correct at the time of writing: April 2022.

Places will be allocated on a First Come, First Served basis and once we have reached our maximum number of children there will be no more places available.

We cannot refund money for sessions not attended, unless that non-attendance was due to the school cancelling the Wrap Around Care club.

4.2 Breakfast Club Child Care from 8.00am – 8.30am. Cost £4

Short Afternoon Child Care 3.00pm - 4.00pm. This includes a light snack. Cost £6. When the first hour is exceeded by 5 minutes the charges will automatically fall into the next charging bracket.

Short Afternoon Child Care 4.00pm – 5.30pm. Offered after a special interest Club £6. When the session is exceeded by 5 minutes the charges will automatically fall into the next charging bracket.

Full Afternoon Child care 3.00pm - 5.30pm. This includes a light snack. Cost £12.00 each (1st child) £10.00 each (2nd child +) There is a £6 charge for every five minutes or part thereof after 5.30pm for each child.

4.5 Payments can be made via: SchoolMoney online payment service, Cash, Cheque (made payable to Holy Trinity CE Primary Academy)

4.7 Covid19 restrictions:

Where national guidance imposes Covid 19 restrictions, the Academy is unable to accept “Walk in” children or children asking for places at short notice. The Academy can only accept 15 children in each session and they have to be the same 15 children to maintain the integrity of the Wrap Around Care Bubble, so the first 15 to sign up will be the members of that Bubble. Places will be allocated on a First Come, First Served basis and once the Academy has reached 15 children there will be no more places available. The Academy is not allowed to exceed this number until Covid restrictions are lifted.

4.8 The Academy cannot refund money for Wrap Around Care sessions not attended, unless that non-attendance was due to the school cancelling the club.

5 Charging in Kind

5.1 The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the academy. However, the academy may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries.

5.2 The academy will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

6 Swimming

6.1 Where the academy organises swimming lessons, these will take place in school time and are part of the curriculum. The Academy reserves the right to ask for a voluntary contribution to cover the cost of transport

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations.

to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. The Academy informs parents when these lessons are to take place and asks for their written permission for their child to take part in these.

7 Optional Extra Activities

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

- 7.1 It is the governors' policy to charge for such activities organised by the academy. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

8 Additional Activities Organised by the Academy

- 8.1 The following is a list of additional activities organised by the academy, which may require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events

9 Activities not run by the Academy

- 9.1 When an organization acting independently of the school arranges an activity to take place during school hours and parents want their children to join the activity, such organization may charge parents.

10 Use of Premises

- 10.1 At the headteacher's discretion the Academy may allow the use of our premises by local community groups outside of school hours. This may be free of charge or the headteacher may accept a donation to cover costs.
- 10.2 In the event of a commercial organization wishing to use our premises, the headteacher in appropriate circumstances may allow this but a formal charge incorporating vat will be made.

11 Residential Visits

- 11.1 The Academy organises residential visits from time to time. The cost of these trips includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Children of families on forms of benefit (income support, jobseekers allowance, child tax credit or pension credit) may be exempt from paying board and lodging costs.
- 11.2 Non-residential trips may also be organized for children not wishing to stay away from home. The cost of these trips will be based on travel costs, entrance to sites, materials and charges for activities experienced.

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations.

11.3 Voluntary contributions for these trips are requested from parents. If the Academy does not receive sufficient voluntary contributions, it may cancel the activity.

12 Breakages & Fines

12.1 Within the academy's behaviour policy compulsory charges may be made by the academy for:

Replacement of broken windows or fittings defaced, or damaged text books or any other damage or loss occurring as a result of pupils' bad behaviour. The academy is empowered to recover this loss and resultant costs as a civil debt.

12.2 Unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt. Any amendments to this policy will be made if and when necessary.

12.3 Children whose parents are in receipt of certain 'support' payment may be eligible for further remissions. Please contact the headteacher for information.

13 A pupil eligible for free school meals

13.1 Parents must provide proof of eligibility before remission can be authorised. Authorisation of remission of payment will be made by the Headteacher in consultation with the Chair of Governors.

14 Special Needs

14.1 The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The academy will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

15 Review

15.1 There will be an annual review of this policy by the full governing body.

16 Document History

16.1

Date	Description
November 2012	Major alterations so regarded as a new policy. Policy adopted within the academies' revised format.
May 2013	Amendments to section 10.
September 2013	No amendments
November 2020	Addition of Wrap Around Care charges
April 2022	Wrap around Care pricing structure update

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations.