



CHARGING AND REMISSIONS POLICY

St Edward's Catholic Academy

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True Mind, True Heart, True Spirit

St. Edward's Academy believes that all our pupils should have an equal opportunity to benefit from academy activities and visits independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that 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.

The policy has been drawn up with regard to the Education Act 1996 and the DFE Guidance 2014.

No charges will be made for:

- An admission application to the academy
- Education provided during academy hours

Charges will be made for:

Instrumental Tuition

This includes the teaching of either an individual pupil or a group of pupils to play a musical instrument or to sing.

Optional out of School Activities and Clubs which are run by private companies.

This includes 'One and All' after school club which is run by a private company on academy premises currently from 3.15 p.m. to 6.00 p.m. daily. Charges will be set and collected by the after-school club themselves. It also includes sports clubs run by South Derbyshire Active Schools Partnership. The variety of clubs offered may change throughout the academy year according to demand and availability. Money for these clubs will be paid to the Academy via the online School Money system and the academy will be invoiced and pay for the cost of each sports' club.

Breakfast Club

We run a Breakfast Club at St. Edward's Academy from 7.45 a.m. to 8.45 a.m. each day. It is intended that the costs of the club are balanced by the income. The current charges are £3.00 per day for the first or only child and £2.50 per day for additional siblings. In order to balance the income and expenditure these charges are periodically under review.

Damage to or Loss of Academy Property

The academy will cover accidental breakages of academy property. Deliberate or wilful acts which result in breakage or damage to academy property, or loss of academy property, such as sports team kit will be charged for at a rate appropriate to replacement costs.

Voluntary Contributions

Visits to Local Places of Interest

We organise a number of visits to local places of interest such as museum visits, historical sites and theatre trips. We are not allowed to charge for these visits which are part of the academy day or part of the National Curriculum but we can ask for *voluntary contributions* from parents to cover the cost of transport and admissions. If they do not pay the voluntary contribution their children will not be excluded from the activity but *if we do not receive enough contributions to cover the costs we will have to cancel the activity*. In the unlikely event that a small residual sum is available from an event, this will be reserved in the academy private fund. We will publish dates and costs of trips and visits as far ahead as possible to allow parents to contribute in instalments if desired. If parents are unable to pay the voluntary contribution they should speak to the Headteacher in confidence as soon as possible.

Visits to the Academy from Outside Groups

From time to time the academy will be visited by outside companies such as theatre companies or science groups. These activities are mainly during academy hours. As the Academy incurs a cost and they are deemed to be “optional extras” the Academy will ask for voluntary contributions to cover the costs.

Residential Trips

Each year we run two residential trips: Year 6 take a five day trip to Lea Green Residential Centre in the late Autumn Term; Year 4 take a three day trip to Condoover in the early Summer Term. As with day trips to local places of interest, we will ask for voluntary contributions to cover the costs of transport and admission to activities during the trip. The board and lodging costs will be charged at a level not exceeding the actual costs. Parents who are in receipt of:

- Universal Credit
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that they are not entitled to Working Tax Credit and have an annual income (as assessed by H.M. Revenue and Customs) that does not exceed £16,190 (financial year 2013/14)
- Guaranteed element of State Pension Credit
- An income related employment and support allowance

may apply in writing, with proof of their entitlement to the Governing Body for the board and lodging cost element to be paid from Academy Fund.

The headteacher should advise all parents of the right to claim free board and lodging if they are in receipt of these benefits.

The dates and likely costs will be published in advance and parents will be notified at least nine months in advance; they will be encouraged to pay by instalments.

Academy Run Clubs

At times, clubs are run by academy staff after school. Examples include netball, football and art. A voluntary contribution is requested for attendance at these clubs which will be used to replenish equipment used by the club.

Academy Performances

Although we do not charge for admission to academy performances, we will make collection boxes available for any voluntary contributions from parents, friends and families.

Home/School Diaries

At the beginning of each academic year a Home/School Diary will be provided at no cost to each pupil. In the event that this diary is either lost or damaged, so that it is no longer usable, a charge to replace the diary will be requested. This is currently £2.00.

Optional Purchases

At the appropriate time of the year we purchase items such as revision booklets for which we invite parents to contribute to the cost.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in academy time.