



# **St Vincent's VC Academy**

## **Charging and Remissions Policy**

*Date policy due for  
review:*

*January 2017  
(subject to Trust approval)*

*Review Date: September 2017*



## CHARGING AND REMISSIONS POLICY

This policy has been drafted with regard to the Education Act 1996:

**“Under the charging provisions of the Education Act 1996, LEAs and Governing Bodies may choose to charge for certain defined activities, but only if they have first drawn up a statement of their charging and remissions policy.”**

### Introduction

We recognise the valuable contribution that the wide range of activities, including clubs, trips and residential visits can make towards pupil's personal and social education.

We aim to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

### Charges

The Academy reserves the right to make a charge for activities in the following circumstances:

a) School Visits within School Hours:

The board and lodging element of residential visits deemed to take place within school hours.

b) Musical Instruments:

Costs associated with individual tuition in the playing of a musical instrument, whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National curriculum). The cost of musical instrument lessons for the academic year 2016/17 is £135.00 for the year. This amount does not cover music examinations which are to be paid by the parent/carer.

c) Breakfast Club:

The school runs a breakfast club between the hours of 08.00 and 08.55. Breakfast and full supervision are provided. The cost of this provision for the academic year 2016/17 is £1.00 per day.

d) Private Photocopying

Private photocopying will be charged by invoice at the following cost:

A4 B&W	£0.075 per copy
A3 B&W	£0.150 per copy
A4 colour	£0.750 per copy
A3 colour	£1.50 per copy

e) Lettings

The hire of the school hall outside of school hours will be charged at the following rate per hour:

Monday – Saturday	£34.32
Sunday	£40.73

f) Activities Outside School Hours:

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours. This cost is dependent upon the activity.

g) General Information:

The Academy may, from time to time, amend the categories of activity for which a charge may be made.

**Voluntary Contributions**

Nothing in this policy prevents the school from seeking voluntary contributions on the basis that those who do not contribute are treated in the same way as those who do.

Where the parents of a pupil are in receipt of means tested state benefits they are exempt from the cost of board and lodging for any residential activity that is organised for the pupil, if the activity is deemed to take place within the school hours or where it forms part of the syllabus of the National Curriculum. This applies, if in receipt of income support, income based jobseekers allowance, support under part of VI of 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 HMRC) does not exceed £16,190, the guarantee element of state pension credit and an income related employment and support allowance that was introduced on 27/10/2008.

In other circumstances, 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.

When arranging a chargeable activity, the Academy will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Executive Headteacher.