



Co-op Academy
Portland

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Charging and Remissions Policy

This Policy was approved by the Governing Body: December 2018

Review Date: September 2019

Signature (Chair of Governors)

Signature (Headteacher)

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the academy / school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

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.

If appropriate to the curriculum and funds allow, the academy / school or a school support group such as PTA may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

Extra Curricular Clubs

Under normal circumstances, extra-curricular clubs which are supervised by members of the school staff are without charge.

Where external coaching staff are employed to supervise clubs, a charge may be made to offset some, or all of the cost to the school.

There is a charge for music tuition if this is not part of the National Curriculum and this charge is paid directly to the provider which supplies peripatetic music teachers to teach individuals or small group lessons on the school site.

Before and / or After School Child Care

There will be a charge, based on published rates, for any child care which falls outside the normal academy / school hours.

Swimming

The academy / school organises swimming lessons for children in Key Stage 2 during the year. Lessons take place in school time and are part of the National Curriculum. We may ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard / specialist teacher and hire of the pool itself.

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)

It is the Governors' policy to charge for such activities organised by the academy / school.

The basis for calculating the charge will be proportionate for each participating pupil for travel, materials, books, equipment, entrance fees and insurance.

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

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

Activities not run by the Academy, School or Sponsor

When an organisation acting independently of the academy, school or sponsor arranges an activity to take place during school hours, and parents want their children to join the activity, such organisations may charge parents.

Residential Visits

Where a school organises an annual residential visit for its children, the cost of the trip will reflect the charges placed upon the school by the provider, along with any additional transport costs and the cost of entry into any additional activities.

While the central focus of this trip is educational, it is neither part of the National Curriculum nor is it compulsory for children to attend.

For those children who choose not to attend, for any reason, suitable and appropriate educational provision is made within school during that period.

The academy / school will seek additional financial support from external bodies to assist with the overall costs and reduce these on an equitable basis, based on monies raised.

The school presently undertakes to minimise the cost of the trip for children of families on certain forms of income support or in special circumstances, such as multiple siblings, to enable them to take part. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher.

Parents will be given the option of a payment plan to spread the costs of the residential visit.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school 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. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item

such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

Special Needs

The Governing Body of The Co-operative Primary Academy of Leeds confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Review

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