





WAYCROFT MULTI ACADEMY TRUST

Charging and Remissions for School Activities

Signed (chair): 	Name: Andrew Bowden	Date: 17.01.2022
Signed (Executive Head): 	Name:	Date: 17.01.2022
Ratified by: FBD Board of Directors on: January 2022		Next Review:

Policy Updates	<ul style="list-style-type: none"> Updated Director to Trustee 	January 2022

Rationale

The Trustees wish to make explicit their policy for Charging for School Activities as required by provisions of the 1996 Education Act.

Purposes

- To ensure all families are aware of legal requirements when being asked for contributions for events etc.
- To clarify which activities can be charged for
- To provide as wide a spectrum of activities for pupils in and outside the school day.

Charges

The Academy will charge in the following circumstances:

- 1) The provision of music tuition given to pupils as individuals or part of a group **except** where it is given to fulfil statutory duties relating to the National Curriculum.
- 2) Any materials, books, equipment where the child's parents wish to own them.
- 3) Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum; e.g. outings, visits, football coaching.
- 4) Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.
- 5) Activities which involve pupils in nights away from home, charges will be made for board and lodging. Where the trip takes place wholly, or mainly, during school hours but is a necessary part of the national curriculum or forms part of the syllabus then any children whose parents are in receipt of certain support payments may also be entitled to the remission of these charges. If you feel you may meet the criteria please arrange a meeting with the Head of School.
- 6) Deposits for travel and trips are non-refundable.
- 7) Where a child is unable to attend a recreational trip refunds will not be made unless another paying pupil can be found to take their place.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an education service.

When voluntary contributions are requested, the terms of the request will clearly state:

- Pupils will not be treated differently according to whether or not their parents have made a contribution.
- The proposed activity may not take place unless a substantial majority, at least 90%, of parents contribute.
- A suggested amount for contribution either to cover or go towards costs.
- The letter requesting contributions from parents will incorporate the wording: 'The charges for this visit are in accordance with the Charging and Remissions Policy for School Activities published by the DFE.' A summary of this is available on the school website or from the Administration Office.

Remission

It is the policy of the Trustees:

- a) To normally remit charges for school activities to parents in receipt of income support and working family tax credit who had been unable to give a donation.
- b) To look at individual cases where parents have been unable to give a donation.
- c) To look at individual cases where parents have more than one child involved in the activity.
- d) To agree how to fund shortfalls for activities.

Other Charges

Income from Sales (non profit making) – some goods may be purchased through the Academy for the convenience of parents, pupils or teachers. The Academy will not seek to make a profit from these sales. Goods in this category include school clothing, books, art and materials.

Income from Sales (profit making – some goods may be sold through the Academy with the intention of making a profit and thus raising money for the Academy, PTA or other charity. Goods in this category include school photographs, bring and buy items, etc which may be subject to VAT.

Income from Donations – From time to time the Academy will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc.

It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings – The Board of Trustees review and set charges made for use of Academy premises. The charges include actual caretaking costs, insurance and a premises charge, see letting policy.

The Board of Trustees will endeavour to avoid charging the PTA for its activities in the school.

Refer to the Lettings Policy for further details.