



**HOLY TRINITY**  
**Church of England Academy**  
*Brockley Avenue, South Shields, Tyne and Wear NE34 0TS*

CHARGING AND REMISSIONS POLICY

**Introduction**

- The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.
- The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- The Governors wish to ensure that all pupils have access to all areas of the life of the school regardless of the parents' ability to pay.

**We Aim To:-**

- Ensure that education in school is free. We do not charge for any activity undertaken as part of the National Curriculum.
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- Ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during our outside school hours.

**PRACTICES**

**With the aforementioned aims in mind, it is the Policy of this school:**

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.
- Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.

- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then the visit may not proceed.
- A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.
- Residential trips outside school hours – a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.
- The school may charge for the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- The school may make charges for breakages and damage to property including window breakage and cost for graffiti removal.
- The school may charge for lost school property i.e. library books.
- Music tuition – due to the reduction in music grant funding as from April 2013 South Tyneside Music Service will cease to provide music tuition in schools. Governors agreed at their meeting on 7<sup>th</sup> February 2013 that school would continue to provide music tuition by purchasing music hours from South Tyneside Music Service with no charge to parents.

### **Remission of Charges**

- only parents who are in receipt of Income Support, Income Based Job Seekers' Allowance, Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040 or the Guarantee Element of the State Pension Credit are eligible for remission of charges. Remission of charges only apply to board and lodgings charges which are levied directly by the LEA or the school and where they relate to activities deemed to take place wholly or partly in school hours.
- Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.
- The school has set all charges with regards to the lettings of school premises – see Lettings Policy which includes a Scale of Charges and Conditions of Hire.