



# Orchard Partnership Academies Charging and Remission Policy



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# Orchard Partnership Academies

## CHARGING AND REMISSIONS POLICY

### 1. INTRODUCTION

All education during school hours is free. At Orchard Partnership Academies we do not charge for any activity undertaken as part of the National Curriculum.

The governing bodies recognise the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards pupils' personal and social development.

### 2. VOLUNTARY CONTRIBUTIONS

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary.

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, we do allow the child to participate fully in the trip or activity.

If we do not receive sufficient voluntary contributions, we may cancel the trip. Sometimes the school pays additional costs in order to support the visit. The governing boards have decided that should the level of support fall below 85% of costs for all pupils, then the trip or activity will not take place. Parents have a right to know how each trip is funded. The school provides this information upon request.

### 3. RESIDENTIAL VISITS

If the school organises a residential visit in school time, or mainly within school time, which is to provide education directly related to the National Curriculum, we apply the same policy for voluntary contributions as in section 2. We do make a charge to cover the cost of board and lodging. Pupils whose parents are in receipt of some kind of Government benefit or fund will be supported either partially or fully depending on need and through discussion with the Headteacher. However, the visit may be cancelled if insufficient voluntary contributions are made.

No charge can be made for education whether wholly or mainly outside school hours where it relates to a prescribed public examination or requirements under the National Curriculum. However, the cost of board and lodging can be charged on residential visits ( LA Off-Site Activities and Visits Guidance Document February 2004)

The activity must be Free if more than half (including travel time) is in school hours. This is based on the number of half days taken up by the activity, including travel, compared with the number of school sessions – For example, a term time trip from 5 a.m. on Friday to noon on Saturday is 3 half days compared with two school sessions. The two sessions are more than 50% and the trip will, therefore, be inside school hours. If the trip returned at noon on Sunday the activity is considered to be outside school hours.

**4. MUSIC TUITION**

All children study music as part of the normal school curriculum. No charge is made for this. The school provides additional music activities for which no charge is made, eg after school music/singing club.

A charge is made for individual or group music tuition (in small groups) given by peripatetic music teachers. The costs of lessons and instrument hire is determined by the peripatetic teacher.

The Music Service offers bursaries for pupils whose parents are in receipt of certain benefits. We give parents information about this additional music tuition before the start of each academic year.

**5. SWIMMING**

The school organises swimming lessons for children across the school. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place and ask for parental consent for their child to participate. We ask parents to make a voluntary contribution towards the cost of the hire of the pool and cost of transport to the pool. We apply the same policy for voluntary contributions as in section 2.

**6. OPTIONAL ACTIVITIES OUTSIDE SCHOOL HOURS**

The school can make charges for optional activities taking place outside school hours e.g. football coaching, drama etc.

The school currently offers after school clubs led teachers and a higher level teaching assistant, sometimes with the aid of a sports coach or music teacher. At times a small charge is made, particularly with cooking club to make a contribution towards the cost of ingredients.

**7. PRODUCTS MADE IN SCHOOL**

At times the school makes a charge for the cost of materials, ingredients or equipment where parents have indicated in advance they wish to own the finished product.

**8. DAMAGE TO PROPERTY**

The school will make a charge to cover the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

**9. REMISSION OF CHARGES**

Where the parents of a pupil are in receipt of some type of Government income support or benefit, the Governing Body will consider requests to remit in full the cost of board and lodging for any residential activity that takes place within school hours or where it forms an essential part of the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in a particular activity for which a charge is made. When arranging a chargeable activity, the Governing body invites parents to apply in confidence for remission of charges in part or full. The request will be considered by the Headteacher in consultation with the Chairman of Governors, having regard to the availability of funding from other sources.