

SILVER BIRCH ACADEMY TRUST

Charging and Remissions Policy

ADOPTED BY

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Charging Policy

Introduction

This Charging and Remissions Policy complies with statutory requirements and the aim of the policy is to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge

The Silver Birch Academy will not charge you for:

1. Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and transport provided in school hours to carry pupils between the school and an activity
2. Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education
3. The entry for a prescribed public examination in any syllabus for that examination for which the pupil has been prepared at the Academy
4. Admission into the school.

The Silver Birch Academy may charge for:

1. Tuition in playing a musical instrument where the tuition is provided either individually or to a group of not more than four pupils and tuition is not required as part of the National Curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for at the academy. Private music lessons are offered through the Waltham Forest Music Service and the rates for these lessons are set by this external agency. Every child is given the opportunity to participate in these lessons on a fee paying basis
2. The costs of materials, books, instruments or other equipment required in connection with education or an exam syllabus, as described in 1. and 2., if the parent has indicated before the requirement is made that they wish the article to be owned by themselves or the pupil
3. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the academy has paid an entry fee, the Board of Trustees may seek to recover the fee from the pupil's parent.
4. The academy may charge persons who are not registered pupils at the academy for education provided or for facilities used by them at the academy.
5. Education provided for a registered pupil at a maintained academy other than education as described in 1. and 2.
6. The entry of a registered pupil at a maintained academy for a public examination in circumstances other than as described in 3.
7. Board and lodging provided for a registered pupil at a maintained academy on a residential trip
8. Transport provided for a registered pupil at a maintained academy other than transport described in 1. and 2.

The following are referred to as optional extras. The charge for optional extras may not exceed the cost incurred by the academy.

The following is a list of example activities organised by the academy that fall under the category of optional extras and for which the academy may request voluntary contributions from parents. This list is not exhaustive:

- visits to museums
- sporting activities outside of the National Curriculum
- outdoor adventure activities
- visits to the theatre

- school residential trips
- musical events

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the academy invites parents to contribute to the cost of the trip. All contributions are voluntary. If the academy does not receive sufficient voluntary contributions, the academy may cancel a trip. If an activity cannot be funded without voluntary contributions, the academy will make this clear to parents at the outset. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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. Sometimes, the academy pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The academy provides this information on request.

Remissions Policy

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips where the education provided for the pupil is education described in 1. or 2. The relevant support payments include:

- a) Income Support (IS)
- b) Income Based Jobseekers Allowance (IBJSA)
- c) Support under part VI of the immigration and Asylum Act 1999
- d) The guarantee element of the State Pension Credit
- e) Child Tax Credit, provided that Working Tax credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the limit for that tax year
- f) An income related employment and support allowance that was introduced on 27th October 2008. (Support Payments are subject to change, please refer to www.gov.uk for current information).
Parents who believe that they may qualify for this remission should apply in writing to the Headteacher/Head of School. Complete confidence will be observed in all such matters.

The academy may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence for the remission of charges

in part or in full. The Executive Headteacher will authorise remission in consultation with the Chair of Governors.

Monitoring and Review

The Executive Headteacher is responsible for implementation of the academy's charging policy and any questions should be directed to her in the first instance. The local governing body decide the levels of charging for each activity and they monitor the policy 's implementation. The policy is reviewed every two years.

