



CHARGING AND REMISSIONS POLICY

Associated Policies:	
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POLICY REVIEW ARRANGEMENTS

This policy will be reviewed and updated as necessary if/when any changes are made to legislation that affect our Trust's practice. Otherwise, or from then on, this policy will be reviewed every 3 years and shared with the full Trust board.

1. INTRODUCTION

The Northampton Primary Academy Trust Board of Trustees recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards pupil's all-round educational experience and their personal and social development

The trust is clear, that no child's education should be in anyway compromised by the ability of their parents or carers to pay.

In some cases, Pupil Premium funding may be used to support those pupils who are at risk of being disadvantaged by not being able to participate due to financial circumstances at home.

2. POLICY

The schools within Northampton Primary Academy Trust are required by law to publish a policy on charging for school activities. The Education Act 1996 establishes the basic principle that the education provided by any maintained school/academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school/academy admission charge and no charge for any related activity which takes place during school/academy time. Exceptions to this general statement are as follows.

- Individual tuition in playing a musical instrument may be charged for provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
- Where parents have indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- For all residential visits deemed to be within academy hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made.

- Optional visits or activities occurring outside of academy hours may be charged for in full.

Within the Education Act it is possible for schools/academies to ask for voluntary contributions from parents. The Northampton Primary Academy Trust's Board of Trustees has therefore approved the following:

- Voluntary contributions can be invited from parents towards the cost of the academy activities which are related to the life and work of the academy. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
- Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher, who will treat any such approach in the strictest confidence.
- School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the academy curriculum.
- If insufficient voluntary contributions are received and the trip is considered by the Headteacher to not be financially viable, then it will be cancelled, and any monies received will be returned.
- Refunds will only be given in exceptional circumstances including refunds of deposits. They are normally only given if another pupil takes up the previously booked place on the activity.
- Surplus funds on completion of trips - if upon completion of a school trip there is more than £5 per paying pupil, that amount will be returned to the payee.

Compulsory charges may be made by the school for:

- Replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss occurring as a result of a pupil's bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.
- Unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt.

Additional activities that could be charged for - in addition to those activities noted above, the schools within Northampton Primary Academy Trust may charge for the following activities:

- Breakfast club

- After school club

These charges are made to ensure the academy does not subsidise the activity from its general annual grant funding, unless there is a good reason to do so. For regular in house activities, the charges for each activity will be determined by the Headteacher and reviewed each year

Any amendments to this policy will be made if and when necessary.

Children whose parents are in receipt of certain 'support' payment may be eligible for further remissions. Please contact the Headteacher for information.

3. LEGISLATION AND GUIDANCE

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association.