



Montagu Academy

MONTAGU ACADEMY

Charging Policy

2017-2018

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MONTAGU ACADEMY

CHARGING AND REMISSIONS POLICY

Introduction

The Governing Body of Montagu Academy wishes to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the academy budget. It also defines other circumstances when the academy may wish to ask for voluntary contributions. This policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.

Aim of the Policy

The aim of this policy is to ensure that there is clarity over those items which the academy will provide free of charge and for those items where there may be a charge.

Charging

No pupil should have his/her access to the curriculum limited by charges. However, the academy reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are made the academy reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Voluntary contributions

Where a charge cannot be made (as is often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether or not a pupil is allowed to participate in an activity financed by voluntary contributions. Wherever possible the payment for activities will be spread over a period of time allowing small weekly contributions to be made.

Remissions

The academy will apply the statutory minimum remissions to any charges that they make. However no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

Liability for personal property

The academy does not accept liability for any items of personal property lost or damaged in the academy, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher.

Roles and Responsibilities

The Governing Body has:-

- Delegated powers and responsibilities to the Headteacher to ensure all academy personnel are aware of and comply with this policy;
- Responsibility for ensure funding is in place to support this policy;
- Responsibility for ensuring this policy is available to parents;
- Responsibility for monitoring and evaluation of this policy.

The Headteacher will:

- Ensure all academy personnel, pupils and parents are aware of and comply with this policy.
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy.

Role of Academy Personnel

- Academy personnel will comply with all aspects of this policy
- Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions.

ISSUES	POLICY
Residential Courses in school time.	<p>Parents are required to meet the full cost of the residential visit. Children on certain benefits may be eligible to receive remissions.</p> <p>If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p>
Educational visits	<p>School will subsidise the cost of educational visits.</p> <p>Parents are requested to make a voluntary contribution towards the cost of educational visits. This cost will be calculated by taking into account the cost of coaches, entrance fees, insurance, etc.</p> <p>School will cover all costs for staff and helpers.</p> <p>If insufficient income is received, visits may be cancelled at the discretion of the Headteacher.</p>
Family visits	<p>Parents are required to meet the full cost.</p> <p>The cost of coaches may be subsidised, at the discretion of the Headteacher.</p> <p>If insufficient income is received, visits may be cancelled at the discretion of the Headteacher.</p>
Activities outside school hours not within the National Curriculum (after school activities)	<p>The Headteacher will agree the cost to be charged for after school activities. Charges will usually be for the half-term. These charges will be ratified by the finance committee (summer term)</p> <p>In special circumstances, pupils may attend after school clubs free of charge, at the discretion of the Headteacher.</p> <p>The Governing Body recognise that the income from after school clubs may not necessarily cover the cost of staffing and materials.</p>
Breakfast Club	<p>The Headteacher will agree the cost to be charged for the breakfast club. These charges will be ratified by the finance committee (summer term).</p> <p>In special circumstances, pupils may attend breakfast club free of charge, at the discretion of the Headteacher.</p> <p>The Governing Body recognise that the income from the breakfast club may not necessarily cover the cost of staffing and food.</p>
Individual Instrumental Music Tuition	<p>Where the school provides an 'outside' tutor, parents will be charged for the tuition.</p> <p>Parents may be requested to pay a termly hire charge to cover cost of repair, maintenance or replacement of instruments.</p>
Ingredients/materials for practical subjects	<p>Parents are encouraged to provide materials or contribute towards the cost for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay the cost of this.</p>
Lost school equipment, books, etc.	<p>Parents may be requested to replace school equipment, books, etc. which have been lost or damaged by their child.</p>
Breakages and damages to school buildings, furniture or property	<p>Wilful damage to school buildings, furniture or property by a pupil may be charged to parents by the school.</p>
Breakages and damage to school equipment	<p>Breakages and damage to school equipment may be charged to parents by the school.</p>
Breakages and damages to buildings, furniture, property or equipment on off-site visits	<p>Breakages and damage to buildings, furniture, property or equipment on off-site visits may be charged to parents by the school.</p>
Remissions	<p>If parent/carers of a pupil is in receipt of income support, income support based job seekers allowance, guaranteed element of state pension credit or child tax credit (providing they do not also receive working tax credit and have an annual income, assessed by the inland revenue) a remittance towards the majority of the cost of the board and lodgings will be made by the academy.</p>