



WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

CHARGES & REMISSIONS POLICY

CHILDREN'S RIGHTS AND RESPONSIBILITIES

Article 28 – All children and young people have a right to primary education, which should be free. Young people should be encouraged to reach the highest level of education they are capable of.

Article 29 – Education should develop each child's personality to the full. It should encourage children to respect their parents, and their own and other cultures.

RATIONALE

The academy wishes to provide the best possible educational opportunities available within the funds allocated by the Education Funding Agency. These funds will not allow for every activity we offer, therefore there will be times when parents/carers are asked to contribute towards the cost.

PURPOSES

The policy explains that contributions are voluntary but in order for school trips to continue as part of school activities we do need to ask parents for a contribution towards travel, admittance costs etc.

Parental contributions cannot go towards paying supply cover for children not attending the activity, subsidising other children who don't pay or extra adults needed to staff the trip.

GUIDELINES

This policy should be read alongside '*Charging for School Activities*' May 2018. (Departmental Advice from DFE) and *The Academy trust handbook 2024*

- Schools may not levy a compulsory charge on parents for school activities such as trips and visits, although may charge for some costs such as transport.
- Music ~ Parents will need to pay for the peripatetic music teacher for specialist tuition such as guitars, violins and brass but cannot be charged for whole class instrumental tuition such as steel drums.
- The school provides Play Therapy for identified children. Optional Play Therapy in school time may be charged by the therapist with parents paying directly
- Food Technology ~ Parents will be asked to contribute towards the cost of the raw materials if they are to take the product home with them. Activities required by the National Curriculum will not be charged for.
- Clubs ~ Some extracurricular activities are offered to the children on a paid basis, which is made clear at the time it is advertised. If children choose to attend they will be required to pay a fee.
- Visits ~ Parents will be invited to make a voluntary contribution to meet costs. Parents can exercise their right not to contribute, however, the school cannot proceed with an activity unless there is sufficient money to cover the costs involved. No child will be treated differently if voluntary contributions are not made.
- Residential Visits
The school will charge parents for residential visits at cost of the visit. No additional costs such as supply teacher cover shall be included.
- All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip. A timetable of payments will be provided with the initial trip letter with non-refundable dates clearly stated

- In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents
- In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- In the event that a school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- Special Circumstances ~ Reductions will be considered for families in exceptional circumstances at the Headteacher's discretion. Children in receipt of Free School Meals qualify for an automatic discount on Residential Visits. Families with 3 or more children in school can request a reduction in Residential Visit costs and twins automatically qualify for a discount (to be agreed annually by Headteacher).
- Books ~ If a child loses their school exercise books, planner or reading book they will be asked either to replace it or bring in the cost of a replacement

CONCLUSION

West Town Lane Academy aims to provide stimulating activities to aid the teaching and learning. Where this incurs cost above and beyond the 'normal' running of the school, parents will be asked to make a voluntary contribution towards the amount.

October 2024

Changes:

From 2023

Change to Academy Trust Handbook 2024

Additional line on Play Therapy