

# Hamp Academy Charging and Remissions Policy



**Approved by the Governing Body of Hamp Academy**

**Chair of Governors**

**Date 05.03.18**

**Proposed Date of Future Review March 2020**

# CHARGING AND REMISSIONS POLICY

## Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from academy activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## Relationship to other policies

The policy compliments the academy's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy.

## Roles and responsibilities of headteacher, other staff and governors

The headteacher, staff and governors will ensure that the following applies:

### *1. No charges will be made for*

- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of the academy's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside academy hours if it is part of the National Curriculum or part of the academy's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from academy accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

### *2. Activities for which charges may be made*

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside academy hours, but only if the majority of the time spent on that activity takes place outside academy hours (time spent on travel counts in this calculation if the travel itself occurs during academy hours).
- Residential activities – Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.

### *3. Families qualifying for remission or help with charges*

This remissions policy sets out the circumstances in which charges will be reduced. Criteria for qualification for remission are given below:

Hamp Academy is in an area of high deprivation and currently has 31% of pupils entitled to Free School Meals, 52% of pupils with a Pupil Premium Marker. Some of the most disadvantaged families are those just outside being entitled to benefits as they have parents on very low incomes and receive no assistance with housing or school meals. In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made can be offered at a reduced charge to all parents.

### *4. Additional considerations*

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) as early as possible in the academy year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.

### *5. Monitoring, Evaluation and Review*

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

**Signed**



**Heather Strawbridge  
(Chair of Governors)**