



# Charging & Remissions Policy

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## Introduction

The Local Academy Board (LAB) of Wyvern Academy recognises the value of the provision of school trips, extra-curricular and other additional activities to its pupils and aims to promote and provide these activities to all pupils both as part of a broad and balanced curriculum and as additional optional extras.

The LAB aims to make school activities accessible to all pupils regardless of family income, to provide activities at minimum cost to the school, Parents / Carers and pupils and to acknowledge the cost of such activities to the school's budget.

## 1. Activities without charge

There will be no charge made for the following activities:

- i. Education provided during school hours including the supply of books, materials, instruments or other equipment (excluding stationery)
- ii. Costs of transporting pupils in the school minibus to an activity
- iii. Education provided outside of school hours if it forms part of the National Curriculum or part of the syllabus for a prescribed examination which the pupil is being prepared for in school or part of religious education
- iv. Instrumental or vocal music tuition which forms part of the National Curriculum
- v. Entry for a prescribed public examination if the pupil has been prepared for it at school
- vi. Supply staff employed to provide cover for staff accompanying pupils on school trips
- vii. Supply of one school planner per year
- viii. Supply of one book cover per pupil per subject area

## 2. Voluntary contributions

The school may ask for voluntary contributions towards the cost of activities during the school day for:

- i. The cost of any materials required
- ii. Transportation fees
- iii. Entrance fees

Any pupil whose Parent / Carer does not wish to make a contribution will not be treated any differently to those who do. Where there are insufficient contributions to make the activity financially viable then the school reserves the right to cancel the activity.

## 3. Chargeable activities

The school will make a charge at full actual cost for educational or other activities provided wholly or mainly outside of school hours which are:

- i. Not part of the National Curriculum
- ii. Not part of religious education
- iii. Not part of a syllabus for a prescribed public examination for which the pupil is being prepared for at school.
- iv. Examination fees where pupil's attendance is low or punctuality levels are poor or in the professional opinion of staff the pupil has

- v. not undertaken sufficient work to secure a grade.
- vi. Cost of accommodation, meals, entry fees and transport for residential school trips
- vii. Cost of entry fees, meals and transport for non-residential school trips
- viii. The provision of music tuition on the request of Parents / Carers
- ix. The cost of revision guides, calculators, stationery items, additional school planners and additional book covers sold within school
- x. The cost of materials used for activities outside of school hours
- xi. Examination resits / remarks requested by Parents / Carers
- xii. Breakages and replacements as a result of damage caused to school property either wilfully or negligently by a pupil
- xiii. Extra-curricular activities and school clubs
- xiv. Charges for materials or ingredients where a pupil wishes to keep the finished product

## 4. Remissions

The school recognises that financial assistance may need to be provided in order to make activities accessible to all pupils. Any pupil in receipt of free school meals / pupil premium funding may make a request, in writing, to the Head Teacher. All requests will be assessed on an individual basis and may result in funding being granted at full / partial cost or deferred payment terms.

A record of financial assistance granted to individuals, including amounts, will be maintained by the school's Business Support Officer (BSO) to ensure a fair and transparent method of application of the policy.