

Emmanuel Junior Academy

Charging and Remissions Policy 2020-2022



Approved by: Local Governing Body

Date: Nov 2019

Last reviewed on: November 2020

Next review due by: November 2022

'Be Respectful, Be Courageous, Be Safe'



Table of Contents

1 Principles.....	1
2 Policy.....	1
3 Admissions.....	2
4 School meals.....	2
5 Public examinations.....	2
6 Review.....	2

The Diocese of Sheffield Academies Trust regards education as an aspect of our growth as children of God. The Trust seeks to act in the spirit of grace.

1 Principles

The position of the Academy Trust is clear, that no child's education should be in any way compromised by the ability of their parents or carers to pay.

In some cases, Pupil Premium may be used to support those pupils who are at risk of a disadvantaged experience due to their financial circumstance.

2 Policy

The Academy Governing Body is required by law to publish a policy on charging for academy activities. The Education Act 1996 establishes the basic principle that the education provided by any maintained academy/academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no academy admission charge and no charge for any related activity which takes place during 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, etc., 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, except for families in receipt of family credit or income support*
- *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 Board of Directors of the Trust has therefore approved the following:

- *Voluntary contributions can be invited from parents towards the cost of 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 strictest confidence*
- *Academy 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, its cost, educational value and relationship to the academy curriculum.*

- *If insufficient voluntary contributions are received and the trip is considered by the Headteacher to not be financially viable, it will be cancelled and any monies received returned*

Within the academy's home-school agreement, compulsory charges may be made by the academy for:

- *replacement of broken windows or fittings, defaced or damaged text books, or any other damage or loss occurring as a result of pupils' bad behaviour. The academy is empowered to recover this loss and all resultant costs as a civil debt*
- *unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt*

3 Admissions

There is no charge for admissions.

4 School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount of £2.30 per meal.

5 Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

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

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

6 Review

The Governing Body will review this policy at every two years, assessing its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.