



South Dartmoor
Academy

Charging and Remissions Policy

Version	January 2017
Owner	South Dartmoor Community College Governors
Approved	January 2017
Review Cycle	1 year
Next Review	January 2018

*Ashburton Primary School
Buckfastleigh Primary School
Ilsington C of E Primary School
Moretonhampstead Primary School
South Dartmoor Community College
The Atrium Studio School
Widecombe Primary School*

Charging and Remissions Policy



Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. This policy does not apply to the Ashmoor Sports Centre (outside of the school day) or to South Brent Gym which are charged to the public on a commercial basis.

The policy has been informed by the LA policy and the DfES guidance and complements the school's policy for the Management of Outdoor Education, Visits and Off-Site Activities.

Definition

The school day is defined as: 9.00am – 3.30pm pm. The midday break does not form part of the school day.

Responsibilities

The Principal will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

During the school day activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (See below)

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips, specialist visitors, occasional sporting fixtures and other contributions as set out in our prospectus.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or choose not to make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example clubs. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Enrichment Week / Residential trips

Charges will be made for entrance fees, transportation, board and lodging. For pupils whose parents can prove they are in receipt of eligible benefits, there may be limited access to a subsidy based upon their individual circumstances. Other charges will be made to cover the costs of activities within the Residential visits for all pupils. In such cases parents will be told how the charges were calculated. Parents will be given the option of spreading the cost.

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Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for specific cases identified will come through other external funding sources that could include voluntary contributions and fundraising.

Parents who may qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

Payment arrangements are between the parent and the peripatetic teacher.

Inability or unwillingness to pay

South Dartmoor Community College is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from necessary curriculum activities because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, the Governors and the Principal reserve the right to curtail or cancel the activity. In terms of Enrichment Week, a free activity is provided for those unable to pay, along with a wide variety of activities of minimal to higher costings. We regret that non-payment for chargeable activities will prohibit participation in that activity where costs are unable to be supported from other means.

The identity of the child or parents of the child who did not wish to make the payment, or who could not make the payment, will not be disclosed under any circumstances.

Eligible benefits

- Income Support (IS)
- Income-based Jobseeker's Allowance.
- Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,040;
- Income-based Job Seekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999
- Income related employment and support allowance.

This policy is a draft policy awaiting Governor approval.

Approved by:

.....**Chair of Governors Date**

.....**Principal Date**

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