



**THE CAVENDISH HIGH ACADEMY
CHARGING & REMISSIONS POLICY**

Date Reviewed	October 2021
Approved by Governors	12th October 2021
Next Review Date	October 2023

Introduction

This document sets out the Charging Policy of The Cavendish High Academy and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Educational Visits and Extra-curricular activities

The Governors will support off-site activities that the Principal Head Teacher considers to be of good educational value and complementary to the curriculum.

If the school organises an educational visit in school time or mainly school time which is to provide education directly related to the curriculum, no charge is made for the education element or transport for an education visit. There may be costs involved for transport to extra-curricular activities. Where costs are involved, parents may be asked to contribute so that each activity is self-funding. School will meet The Academy staff costs. If funds received are insufficient, the visit may be underwritten by the School, or cancelled, at the discretion of the Principal Head teacher.

Residential Visits for Curriculum Activities

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the curriculum, no charge is made for the education element. A charge may, however, be made to cover the costs of board, lodging & transport costs. Activities that take place out of normal school hours, costs

of hiring trained staff for specialist activities, may be charged in addition to board and lodgings. School will meet The Academy staff costs and transport costs.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- o Universal Credit in prescribed circumstances
- o Income Support (IS)
- o Income Based Jobseekers Allowance (IBJSA)
- o Support under part VI of the Immigration and Asylum Act 1999
- o Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- o The guarantee element of State Pension Credit
- o An income related employment and support allowance that was introduced on 27 October 2008

These costs will be covered through Pupil Premium funding (pre-16) or discretionary bursary (post-16) to ensure equality of access.

Voluntary Contributions for Non Curriculum Activities

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary, as the school cannot make contributions mandatory. The level of contribution is decided by the Principal Head teacher and is designed to cover the cost of the activity without affecting the schools budget allocation. School will always meet staff costs. There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children differently from any others.

Parents have a right to know how each trip is funded and the school will provide this information on request.

Swimming

The school may offer swimming lessons. These will take place in school time and, although they exceed the Curriculum requirement, the school does not levy a charge to parents.

After School Activities

If school offers after school clubs some of these activities may have a charge where

parents are expected to pay the charges made. The Cavendish High Academy will meet school staff costs. A contribution towards transport and /or insurance costs may be charged.

Damages or Breakages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc. may render the parent liable for the cost of repair or replacement. In cases of accidental damage to personal property within school application to be made to the Principal Head teacher to cover full payment at their discretion or refer to the Chair of Governors if the claim is considered to be excessive. In any matter of dispute arising over interpretation, the DfES and local authority regulations will guide the Governors.

Uniform

The Cavendish High Academy does not have a uniform but garments with the school logo on are available for sale from the school at cost price. Adult sizes reflect VAT. School does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

Minibus

School currently has 2 minibuses. Details of journeys made and the name of the driver is maintained using a daily record sheet.

Cavendish High may, at the discretion of the HT, allow other local special schools, organisations or individuals to use the minibuses at a nominal cost to cover wear and tear and insurance and providing they put in fuel and they are not pre-booked by Cavendish High. All income and expenditure for school vehicles is processed via the official fund.

Minibus drivers will be MIDAS, or equivalent, trained.