



## Charging & Remissions Policy

Next Review: Jan 2020

## **Introduction**

Delta Education Trust recognises that it is important to provide every child with access to the wide range of additional activities including clubs, trips and residential experiences available through the school. These activities make a valuable contribution to a pupil's personal and social development. Local Governing Bodies will promote and provide these activities as part of a broad and balanced curriculum for pupils and also as additional optional activities.

## **Reasons for request for contributions**

Whilst we aim to make the minimum number of requests for money from parents/carers, the Trust reserves the right to make a charge in the following circumstances:

**1. Trips** – Some of the extra activities that we try to organise can prove too expensive to be provided from academy funds alone, such as residential trips from which our children benefit. Most of the cost of these trips contains two elements:

- the cost of food and accommodation - from which some parents/carers receiving certain benefits can claim exemption;
- the cost of transport or provision of activities that largely take place in schools hours - for which we can only ask for voluntary contribution.

For each trip a letter will be sent home with those children within the age group eligible to take part, containing information on the purpose of the activity and the approximate breakdown of costs. At the end of each letter will be a slip to return to the school requesting a place for your child and indicating willingness or otherwise to make a voluntary contribution.

## **2. Charging for breakages, damage or loss**

The trust will seek to recover the costs incurred as a result of any item of academy property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

## **3. Other Charges**

The academy will charge for photocopying and admin time if there is a request for duplication of files, notes etc.

These charges will be in line with the reasonable costs of photocopying but will also take into account administration time.

### **Possible remission of charges/costs**

It is the Trust's wish that no child should miss out on any activity because of lack of funds. All requests for financial help are kept strictly confidential.

Where parents/carers of a pupil are in receipt of certain benefits the Headteacher can remit in full the cost of food and accommodation for any residential activity if the activity takes place within school hours and forms part of the curriculum offer.

If families are experiencing financial difficulty and this may prevent a pupils taking part in particular activities for which a charge is made, they should not hesitate to see the child's class teacher or Headteacher.