

# Viking Academy Trust



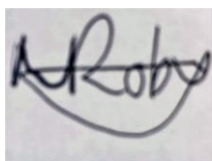
## Charging and Remission Policy

The VIKING ACADEMY TRUST 'Charging and Remission Policy' has been written following guidance from The Academies Financial Handbook 2018-19

**Approved by the Trust: Term 2 2017**

**Reviewed annually: April**

**Last review date: October 2018**



**Signed:**

**Chair of Trustees**

# Charging and Remission Policy

## The Viking Academy Trust

Schools in the Viking Academy Trust (VAT)

Chilton Primary School

Ramsgate Arts Primary School

Upton Junior School

This '**Charging and Remission Policy**' is for the aforementioned schools.

### **Purpose:**

Under the terms of the Education Act 1996, the board of trustees of Viking Academy Trust must have a policy on charging students to participate in school activities. By law, children may not be charged for activities that take place during the school day. Parents may be asked for voluntary contributions, but if they do not pay their child cannot be prevented from participating, should the activity go ahead. In any request for voluntary payments, it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution; and
- Pupils will not be treated differently according to whether or not their parents have made a contribution.

### **Scope**

The Chief Financial Officer (CFO) is responsible for ensuring compliance with the Trust's Policy and Procedures. This procedure applies to all Viking Academy Trust staff.

### **Procedure:**

- 1) **Admissions** - No charge shall be made in respect of admission.
- 2) **Provision of Education** - No charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of school hours, no charge shall be made provided it is required as part of the syllabus for a prescribed public examination or part of the National Curriculum. The Academy may charge persons who are not registered pupils at the Academy for education provided or for facilities used by them at the Academy.

- 3) **Incidental Charges:** On rare occasions, the school may request a voluntary payment to support the school's enrichment programme. See points 4 & 5 below.
- 4) **Voluntary Fund:** Parents are asked if they would like to make an annual 'Voluntary contribution' to the school in support of enrichment activities undertaken across the year eg Pantomime. A sibling discount is made available for families with more than one child attending the school.
- 5) **Visits during the school day** - Parents cannot be asked for a compulsory payment for any visit that is taking place during a normal "school" day. Voluntary payments can be requested, where proceeds are not sufficient the trip may be cancelled for all students.
- 6) **Optional extra visits out of school time or as part of extra-curricular activity** - These are visits where at least half the time for the trip is outside of scheduled lesson time. Scheduled lesson time does not include breaks, tutor time, or study time. In this case parents can be asked to meet the full cost of the trip. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. This compulsory payment cannot include:
- Subsidising students unable to pay
  - Staff costs.
- 7) **Residential visits including study visits abroad** - Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. As an optional trip, the cost of board and lodging for the student can be passed on to parents. The cost of staff accommodation, insurance and transport must be obtained by voluntary payments if the trip is to go ahead.
- 8) **Breakages and fines** - parents may be charged for the cost of replacing damaged or lost equipment where appropriate.
- 9) **Transport** - Where a student makes use of transport not provided by the Academy to travel direct from home to an activity sanctioned, though not provided, by the LA or the Academy, then parents will be expected to meet the costs of such travel.
- 10) **All charges** for income of any nature must be made through the Finance Department. Likewise, all monies received for such income must be directed to the Finance Department.