



Walthamstow Academy

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Part of United Learning

Charging and Remissions Policy

Adopted by:	Walthamstow Academy		
Date:	Nov 2019		
Signed off by:	Emma Skae	Geoff Skewes	
Role:	Principal	Chair of Governors	
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■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

Principles

Walthamstow Academy recognises the valuable contribution a wide range of supplementary activities can make towards students all round educational experience and their personal and social development. This may include extra curricula clubs; out of school visits or perhaps going on a residential trip. We also recognise our duty as a state school to provide a core curriculum that is free at the point of delivery.

- Walthamstow Academy provides a free education to all its students.
- We do not charge for admission, or for education provided during school hours, or for education provided outside of school hours where that education is a required part of our curriculum.
- There are occasions on which Walthamstow Academy may charge for certain activities. These activities are not a required part of the curriculum we offer but are 'optional extras'.
- Activities will not be treated as optional extras if they are part of the national curriculum, necessary as part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or part of religious education.
- Participation in any optional extra will be on the basis of parent/carer choice and a willingness to meet the charges. Parent/carer agreement is therefore necessary as a pre-requisite for the provision of an optional extra where charges will be made.
- Where activities are not 'optional extras' Walthamstow Academy may ask for a voluntary contribution to cover the costs of such activities.

This policy adheres to the guidance set out in the following documents

[DfE Guidance 'Charging for School Activities' 2013](#)

[Education Act 1996](#) (Sections 449-462) sets out the law on charging for school activities in schools in England.

Paragraph 1.82 in the [School Admissions Code 2012](#), and in para 1.97 in the revised School Admissions Code (in force from 10/2/09).

Charging

Walthamstow Academy and the Local Governing Body (LGB) reserves the right to make a charge in the following activities because these activities are considered 'optional extras'.

- School trips and residential in or out of school time where attendance is not a requirement of a course students are taking and where attendance is clearly voluntary. Charges per student will be arrived at for such activities by dividing the total cost of the trip by the number of students attending. The cost of the trip will include transport, ticket costs, accommodation costs, insurance and adult supervision. It will not include the cost of any cover for teachers, this will be paid for by the academy;

- Materials: the cost of materials or ingredients for design and technology and food technology, if parents/carers have indicated in advance that they wish to own the final product(s);

Walthamstow Academy and the Governing Body reserves the right to make a charge in the following additional circumstances:

- Acts of vandalism and negligence: Walthamstow Academy and the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- Examination Fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate or other compelling evidence explaining the reason, a student fails to complete examination requirements for any public examination for which Walthamstow Academy has paid an entry fee, they may seek to recover the fee from the parent. There may also be a charge for examination entry where there is a request from the parent for additional subject entries that have not been part of the taught curriculum.

Voluntary Contributions

The academy is permitted to ask parents for voluntary contributions for the benefit of the academy. On these occasions, it is made explicit that the contributions are entirely voluntary and if insufficient funds are raised the activity will be cancelled and all monies returned. All students are treated equally in this regard, irrespective of whether their parent/carer has made a voluntary contribution or otherwise. Parents are under no obligation to make a voluntary contribution, and if a parent is unable or unwilling to pay, their child is still given an equal opportunity to participate.

Activities which take place mainly during the school day and which involve a cost (e.g. a theatre visit to the academy or a day visit to a museum) may not take place if voluntary contributions from parents/carers are insufficient to cover the cost.

Remissions (Waiving Charges)

Where the parent/carer of a student is in receipt of qualifying state benefit(s), Walthamstow Academy and the LGB will remit in part or in full the cost of board, lodging and insurance for any residential activity that is organised for the student and which takes place within school time. In addition, the above consideration will be given to students going on day trips from the Academy where a charge is being made because the trip is an optional extra.

Walthamstow Academy and the Governing Body may remit charges in part or in full to other parents after considering other specific hardship cases. Walthamstow Academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. To do this, parents should contact the academy's business manager through the email address given on the academy website. The Business manager, Principal or suitably nominated person can authorise remission in consultation with the Chair of Governors.

Qualifying state benefits are defined as: Universal Credit; Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,190 FY 13/14) and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria.

Monitoring, Evaluation and Review

The LGB will review this policy at every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy by the Business Manager.