



Walthamstow Academy

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Part of United Learning

Charging and Remissions Policy

Adopted by:	Walthamstow Academy	
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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.
- 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' 2018](#)

[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 activities, trips, and residential visits out of school time where attendance is not a requirement of a course students are taking and where attendance is clearly voluntary.
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Instrumental or vocal tuition, for pupils learning individually or in groups, where the tuition is provided at the request of the pupil's parent.
- Any materials, books, instruments, or equipment, where the child's parent wishes them to own them.
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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.

- 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.
 - The use or hire of community facilities.

HOW CHARGES ARE CALCULATED

- 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, materials, equipment, activity 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;

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)

Walthamstow Academy and the LGB will remit charges in the following circumstances:

- Where the parent/carer of a student is in receipt of qualifying state benefit(s), the academy will remit 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.
- Where a pupil is looked after by a local authority, Walthamstow Academy and the LGB will remit in full the cost of music tuition at the school.

In addition, Walthamstow Academy and the Governing Body will consider remitting charges in part or in full under the following conditions

- The parent./carer of the student is in receipt of qualifying benefits and the student is going on day trips from the Academy where a charge is being made because the trip is an optional extra.
- The parent/carer of the student has applied to the school for consideration when the student is attending a residential activity.

To apply for consideration, 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.

Since April 2003 the eligibility criteria for qualifying state benefits 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.