Hook-with-Warsash Church of England Academy

Charging and Remission Policy for the Academy's Activities

Signed:

Chair of Governors _____

Headteacher_____

Reviewed: October 2026
Date to be Reviewed: October 2027

"Let Your Light Shine"
To provide an inspirational environment based on Christian values where individuals can excel and flourish academically, socially and emotionally, preparing them for life's journey.

Resources Committee

HOOK-WITH-WARSASH C of E ACADEMY

CHARGING AND REMISSION POLICY FOR THE ACADEMY'S ACTIVITIES

Introduction

This policy is intended to conform to the requirements of the Education Act 1996 (Sections 449–462), which replaced the charging provisions previously contained in the Education Reform Act 1988 In general activities organised by the academy for its pupils will be provided free of charge unless they fall into the categories set out in this policy.

The policy only applies to charges levied by the Academy or the governors.

Chargeable Activities

The Academy will normally charge parents or guardians for the following:

1. Board and lodging on all residential trips.
2. Activities which take place mainly outside the academy's normal school hours, which are not provided as part of the syllabus for a prescribed public examination and are not required to fulfil statutory duties relating to the National Curriculum or to Religious Education. These activities will be voluntary.
3. Peripatetic music will be charged at a governor-agreed termly rate.

NB In the event of a pupil not being able to participate in a chargeable activity, for reasons of ill-health or other legitimate cause, for which the parents have already paid, a refund will be made to the parents, on request, in respect of any monies that have not been paid in advance by the Academy to a third party for the provision of those activities.

Should another pupil take the place of a pupil who is unable to participate in a chargeable activity, and pay in full, the parents of the pupil unable to participate will receive a full refund less any administrative costs impose by a third party who is providing the activity.

Voluntary Contributions

Voluntary contributions may be sought for activities taking place during academy's normal school hours. In these cases initial letters for contributions must:

1. Explain the activity and its likely value in educational terms;
2. Indicate the voluntary contribution per child required
3. State that it is a voluntary contribution and that no child will be omitted from the activity because their parents do not make a contribution.
4. Make clear that if insufficient voluntary contributions are received the activity may be cancelled

NB1 In the event of a pupil not being able to participate in an activity, towards the cost of which parents have made a Voluntary Contribution, **no refund** will be made unless the activity is cancelled.

NB2 In the event of an activity or educational visit being significantly underspent a refund may be made if the total underspend is the equivalent of £5.00 or more per pupil for a day visit or £20.00 or more per pupil for a residential visits

Remissions

The cost of board and lodgings for residential activities taking place wholly or mainly in academy's normal school hours will be remitted for those pupils whose parents are in receipt of:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Other remissions will be at the discretion of the governors who will normally delegate that discretion to the Headteacher.

Remissions will not **normally** be made for a pupil who qualifies for Pupil Premium, although he or she may qualify for remission under the criteria listed above.

Deposits and Staged Payments
In the event of a deposit being required or staged payments being allowed, the status of these deposits and payments will be made clear to parents at the outset, including whether or not they are non-refundable

Administration Charge
The Academy reserves the right to levy an appropriate Administration Charge within all charges and/or voluntary contributions sought from parents to support activities.

On-line payment system
An on-line payment system is available.

Reviewed: November 2026
Date for Review: November 2027

Resources Committee

Appendix 1 Standard letter to parents regarding an activity/day trip

Dear Parent/Guardian

DATE

As part of our enter project Year ? will be visiting enter location. Explanation of the activity and its likely value in educational terms.

The trip will take place on Day and Date. All children in the year group will take part in this visit and in line with the Governor's Charging Policy we are asking for a voluntary contribution of £? . We will be leaving the school at approximately 0.00 and returning by 0.00. The children must wear school uniform and they will need to bring a packed lunch on that day. There will/will not be an opportunity to visit the shop so £/no pocket money is required/can be provided if you wish.

Whilst all payments are on a voluntary basis it may be necessary to cancel the visit if insufficient contributions are made.

If you are able to assist on this trip and have had a DBS check completed through the school please indicate on the form below.

Yours faithfully

Teachers name

I give permission for my child_____in class_____

To attend the visit to_____ on _____.

I enclose a voluntary contribution of £_____.

I am able/unable to help on this trip and have a DBS/CRB with the school.

Name:_____

Contact number on the day:_____

Signed Parent/Guardian_____

Appendix 2 Suggested wording for a letter to parents – Residential Trip

The following information should be included in a letter advising the parent of a residential school trip:

- Details of the trip, e.g. when, where and for how long;
- Any compulsory charges for board and lodgings and details of who may be entitled to claim remission of all or part of this charge;
- Details of any voluntary contribution requested;
- Confirmation that the trip is reliant on the voluntary contributions being made and that it is unlikely to proceed if insufficient voluntary contributions are received;
- Confirmation of the how much deposit is required, the date this needs to be paid as well as the terms of that payment e.g. whether the payment is non-refundable. *(Make it very clear the status of the deposit for example, any initial deposit taken that will be paid directly to the secure the booking, will be non-refundable);*
- Confirmation of the due dates and amounts of any stage payments as well as the terms of these payments e.g. whether they are non-refundable. *(Make it very clear the status of the payments for example, any payments taken that will be paid directly to the keep the booking, will be non-refundable);*
- Explain if there are any other reasons when a pupil may be removed from the trip and whether, under these circumstances any payments are refundable or not.

The letter should accompany an agreement for parents to sign and return to the Academy based on the following:

Name of Pupil…… Class ……

I would like my son / daughter [name] to take part in the [insert details of trip] trip.
I understand the total cost for the trip is £ [insert amount]. This is made up of:

- a **charge** of £insert amount] for board and lodgings;
- a **voluntary contribution** of £ [insert amount].

The Academy has made it very clear that whilst am under no obligation to pay the voluntary contribution, if not enough voluntary contributions are received, the trip may have to be cancelled as Academy funds to support it are limited.

I agree to pay a **non-refundable deposit** of £ [insert amount] payable by [insert date].

I agree to pay the **final balance** of £ [insert amount] to be paid by [insert date].

or

I agree to pay the final balances in stages as follows: [insert amounts and dates]

I understand that in returning this contract I am asking the Academy to book travel arrangements for my son / daughter. I acknowledge that in the event [include info re cancellation], I will **not** be entitled to a refund of the deposit paid and that I **will** remain liable for payment of any balance for board and lodgings.
I confirm that I would like me son / daughter to take part in the residential trip and I agree to these terms.

Signed…… Date ……