



## Charges and Remissions Policy

Reviewed Summer 2017

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**Date Approved by Governors:**

**Summer 2017**

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**Next Review Date:**

**Summer 2018**

**Charges and Remissions Policy**

# Charges & Remissions Policy

## Introduction

At Merlin Top Primary Academy we recognise the valuable contribution that a wide range of additional activities, including visits, clubs and residential experiences can enrich pupils' education. The academy aims to provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

## Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the academy:

### Residential Visits

A 50% voluntary contribution is charged to cover the cost of insurance, board, lodging and travel.

### Voluntary Contributions for Activities Organised during the school day / Educational Visit

Parents will be invited to make a voluntary contribution towards the cost of additional activities that take place during school time. Parents may be advised that the continuance of the activity may depend upon enough voluntary contributions being collected. Once it has been decided to run such an activity no qualifying child will be excluded on the grounds of non-payment of a voluntary contribution.

Any additional cost of providing accessible equipment or transport for disabled children will be considered as part of the whole cost of the trip and not part of the individual cost of the child.

The following list, though not exhaustive, gives examples of additional activities organised by the academy. These charges only cover the cost of the trip and are not calculated to make a profit.

- Visits to museums and art galleries;
- Outdoor adventure activities;
- Musical events;
- Visits to the theatre;
- School trip abroad.

### School Clubs

At present we do not charge for the cost of employing outside instructors for school clubs.

### Swimming

The academy organises swimming lessons for all pupils in year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place *and ask parents for their written permission for their child to take part in swimming lessons.*

### Extra-Curricular & Holiday Activities

The academy offers opportunities for pupils to participate in additional activities outside of school hours and may make a small charge to cover the costs of external providers.

### Milk

Milk is provided free of charge for all Nursery & Reception. Pupils in Years 1 & 2 who are not entitled to free school meals can purchase a one third pint of milk per day for a cost of between £10 - £15 per term, depending on the price of milk and the length of the term.

### Fruit

Free fruit is provided by the Government for all pupils in Nursery, Reception, and Years 1 & 2.

**Breakfast Club**

Breakfast Club is offered through Bradford Council's FM Catering provision at 60p per day for up to 3 items.

**School Uniform**

Financial assistance will be offered to Merlin Top Primary Academy pupils who are registered on the academy's Free School Meals list. This will be in the form of items of school uniform following the procedures outlined in the academy's Uniform Policy.

**Lost Books**

To cover the cost of replacement, a discretionary charge may be made for the loss of any library or reading books.

**Damage to Academy Property**

It is at the discretion of the Governing Body and/or the Headteacher to consider making a charge to parents for any damage to academy property by a pupil or parent, caused either wilfully or neglectfully.

**Remissions**

Parents of pupils who are in receipt of income support or family credit may apply for help with the cost of any chargeable activity. Authorisation for such a remission may be made by the Headteacher once the relevant documents have been seen. The Chair of Governors may be consulted if the Headteacher feels a second opinion would be beneficial.