

Re-approved: July 2016

Review Date: June 2017

Statement of Arrangements for Charging and Remissions

The enrichment programme is a key component of the Trinity Academy curriculum and all pupils will be actively encouraged to participate fully in order to gain maximum benefit from all that the Academy has to offer.

In establishing these charging and remissions arrangements, therefore, Trinity aims to:

- Ensure a wide range of activities and opportunities are provided for our pupils.
- Minimise the financial barriers that may prevent some pupils from accessing those opportunities.

Definitions

Compulsory charges: this means that a pupil cannot do an activity without paying this charge.

Voluntary contributions: this means that pupils can do the activity whether they have paid or not. However, parents/carers will be asked to make a voluntary contribution towards the cost of the trip.

Charging arrangements

No compulsory charges will be made for the following, although voluntary contributions may be sought. No pupils will be excluded from these on the basis of the inability or unwillingness to pay. This means that, in some instance, non-statutory activities may be cancelled if insufficient voluntary contributions are made and the Academy budget cannot cover the cost.

- Education provided during school hours, including the supply of materials, books, instruments or other equipment.
- Education provided outside of school hours if it is part of the Academy's curriculum or enrichment programme.
- Tuition for pupils learning to play musical instruments or sing, if that tuition is required as part of their curriculum, for example, during GCSE music.
- Education provided on any trip that takes place during school hours if it is part of the Academy's timetabled curriculum lessons.
- Transport provided in connection with a trip that is part of the Academy's curriculum or enrichment programme.

Activities for which compulsory charges may be made include, but are not limited to, the following. Pupils will not be able to participate in these activities if charges are not paid where levied.

- Activities outside school hours: Non-residential activities that take place outside school hours may be charged to parents, but only if the majority of time spent on that activity takes place outside school hours. Travel time counts in this calculation if the travel itself occurs during school hours.
- Residential activities: Parents may be charged for board and lodging costs of trips that take place during term time. However, pupils who are in receipt of certain benefits (see below) may not be charged for board and lodging costs. The full cost of residential trips that take place outside of school time may be charged to parents - see below for information on available remissions.
- Music Tuition for individuals or groups of up to four pupils - see below for information on available remissions.

Activities for which compulsory charges may be levied, with the exception of board and lodging for residential trips, are regarded as 'optional extras.' Charges for optional extras will not exceed the actual cost (per pupil) of provision. This may include covering the costs of accompanying teachers and adults.

A residential trip is considered to be during school time if the number of sessions on a residential trip is equal to, or greater than, 50% of the number of half days spent on the trip, even if some activities take place late in the evening.

Whatever the starting and finishing times of the school day, the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged, parents/carers will be notified of the policy for charging as well as the policy for allocating places.

Trinity Academy may seek voluntary contributions to support activities and resources in the school curriculum and enrichment programme. However, payment will be genuinely voluntary and children will not be excluded because their parents/carers are unable or choose not to pay.

Remission or help with charges

To remove financial barriers from disadvantaged pupils, some activities and visits where charges can legally be made may be offered at no charge or at a reduced charge to parents, at the discretion of the Headteacher, in the following circumstances:

Parents/carers in receipt of

- Income support.
- Income based Jobseeker's Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit
- State Pension.

Paying Charges

Trinity Academy recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will, where possible, adhere to the following guidelines:

- All trips will be published at least one month in advance.
- Systems will be established whereby parents can pay in instalments.
- When an opportunity for a trip arises at short notice (i.e. less than a month) it may be possible, at the discretion of the Headteacher, to arrange to pay by instalments beyond the date of the trip.
- We will not offer opportunities on a "first pay, first served" basis.

Review: To be reviewed annually by the Board of Trustees