



WCAT

Willow Academy  
Charging Policy

Published: December 2016  
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## **Introduction**

The Local Governing Body of Willow Academy and WCAT wishes to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the academy budget. It also defines other circumstances when the academy may wish to ask for voluntary contributions. This policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.

## **Aim of the Policy**

The aim of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

## **Definition**

The academy day is defined as 8.45am – 3.40pm. The midday break does not form part of the academy day.

## **Charging**

No pupil should have his/her access to the curriculum limited by charges. However, the academy reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are made the academy reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

## **Voluntary contributions**

Where a charge cannot be made (as is often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether or not a pupil is allowed to participate in an activity financed by voluntary contributions. Wherever possible the payment for activities will be spread over a period of time allowing small weekly contributions to be made.

## **Remissions**

The academy will apply the statutory minimum remissions to any charges that they make. However no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

## **Liability for personal property**

The academy does not accept liability for any items of personal property lost or damaged in the academy, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher.

## **Roles and Responsibilities**

### **The Local Governing Body / IEC/ WCAT has:-**

- Delegated powers and responsibilities to the Headteacher to ensure all academy personnel are aware of and comply with this policy;
- Responsibility for ensure funding is in place to support this policy
- Responsibility for ensuring this policy is available to parents;
- Responsibility for monitoring and evaluation of this policy.

### **The Headteacher will:**

- Ensure all academy personnel, pupils and parents are aware of and comply with this policy.
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy.

### **Role of Academy Personnel**

- Academy personnel will comply with all aspects of this policy
- Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions,

## **A – Activities which are an essential part of the national curriculum, religious education or for an approved examination**

### **Charging**

It is not normally possible to charge for these activities.

Where a charge is allowed (see below), it may not exceed the cost that can be apportioned to the pupil's participation. If the cost of the chargeable element of the activity is expected to exceed the sum of the charges received then the organiser should ensure funds to balance are available by reference to the Headteacher. The academy may make a charge where the law permits it:

1. The cost of board and lodging for all residential activities;
2. Activities that take place during lunch breaks;
3. The services of non-academy organisation employed during academy hours;
4. Any charges levied by the local authority for services that it provides such as instrumental music tuition;
5. Materials used in the production of an article where the parent has indicated in advance that he/she wishes the article to be owned by the pupils.

### **Voluntary Contributions**

These may be asked for, but this must be done in line with the stated aim of this policy. Organisers of activities may ask for voluntary contributions to cover the cost of:

- Travel, board and lodgings;

- Materials, books and equipment;
- Teaching costs including supply cover;
- Associated administrative and support staff costs;
- Tickets and entrance fees

The organiser is expected to have constructed a balanced budget in advance. When arranging an activity the voluntary contribution requested may be set to cover the direct cost per pupil, fixed overhead costs and where appropriate an allowance for a contingency.

When writing to parents the benefit and educational aims of the activity must be described along with any associated risks. A request for voluntary contributions must make it clear that:

- There is no obligation to make a contribution
- No pupil will be treated differently or not allowed to participate according to whether a contribution has been made:
- It may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

**B – Activities available to our pupils that take place outside, or mainly outside, academy hours that are not an essential part of the national curriculum, religious education or for an approved examination ('extra curricular activities')**

### **Charging**

A charge may be levied in order to support the wide range of additional extra-curricular activities arranged by the academy. The organisers of activities will normally determine a charge to cover the costs of:

- Travel, board and lodgings;
- Materials, books and equipment;
- Teaching costs including supply cover;
- Associated administrative and support staff costs;
- Tickets and entrance fees

For an extra-curricular activity the charge should be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, an allowance for a contingency to cater for any reasonable unforeseen shortfall in income or increase in expenditure.

When writing to parents the benefit and aims of the activity must be described along with any risks associated.

### **Malicious Damage**

In cases of wilful damage to equipment or breakages, or loss of academy books or equipment on loan to pupils the Headteacher in consultation with the Chair of Governors may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Lost Academy Equipment**

Parents will be expected to replace or pay for the cost of lost items of academy property.

### **Monitoring the Effectiveness of the Policy**

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Local Governing Body or WCAT.