



Charging & Remissions Policy

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| D Layton |
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| School Business Manager |
| Approved by |
| Governing Body |
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| Signature |
| G B Weekes |

THE CHARGING AND REMISSIONS POLICY OF THE WOODLANDS ACADEMY

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupils education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.

Charging:

The Governing Body will make a charge for each pupil for activities organised by the Academy in the following circumstances:

- The full cost of activities, including boards and lodging for residential activities, deemed to be optional extras taking place outside Academy hours.
- The cost of materials, ingredients or equipment for certain aspects of the curriculum if parents have indicated in advance that they wish to own the finished product.
- At their discretion, a charge may be made for replacement of any item of Academy property that is lost or damaged.

The Governing Body may, from time to time, amend the categories of Academy properties for which a charge may be made.

Remissions:

1. Where a visit is designed to fulfil a statutory requirement (e.g. any requirements of the national curriculum) no charges will be made for either activities or transport. The actual cost of board and lodging of a residential visit will be charged, but remitted in full for families in receipt of specified benefits.
2. Where a visit is deemed to be in Academy time (the number of half-day Academy sessions missed is 50% or more of the half-days taken up by the visit), then the same conditions outlined in 1) above will apply.
3. Where a visit is deemed to be out of Academy time the full cost of the visit will be charged.
4. Families will be invited to apply in confidence for remission of charges in part or full. Authorisation for remission will be made by the Co-Headteacher.

Voluntary Contributions

When organising Academy trips or visits which enrich the curriculum and educational experience of the children, the Academy invites parents to contribute to the cost of the trip. All contributions are voluntary. The school reserves the right to postpone or cancel an activity if insufficient funds have been raised. No child will be excluded from any activity within Academy hours on the grounds of inability to pay.