



Waterloo
Primary Academy

Charging and Remissions Policy

Approved: September 2016

Responsible Personnel: K. Salisbury

Review Period: Annual

Review Date: March 2023

Introduction

At Waterloo Primary Academy all education during academy hours is free. We do not charge for any activity undertaken as part of the Academy curriculum. The majority of activities are financed by the school, however there are some valuable 'learning outside of the classroom' activities, which the Academy cannot provide without seeking contributions from parents.

Academy charging

The Academy will **not** charge for the following:

- Education provided during school time, including supplies and materials
- Education provided outside of school hours if it is part of the curriculum, or part of an educational plan such as the COVID catch up premium

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. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in an Academy trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the Academy pays additional costs in order to support the visit. All cost of activities are calculated taking into account all expenditure and is carefully scrutinised before and after the event by the CFO.

Parents have a right to know how each trip is funded. The Academy provides this information on request.

Parents who are on low incomes or state benefits may contact the pastoral team for financial support for an activity. The pastoral team will discuss with the Headteacher and the Academies Business Manager their difficulties and deal with these applications of support on a confidential basis.

The following is a list of additional activities organised by the Academy, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Musical Lessons and events.
- Non-uniform days

Residential Visits

If the Academy organises a residential visit in Academy time or mainly Academy time, which is to provide education directly related to the Academy Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging.

Broken Equipment (replacement)

The Academy reserves the right to charge parents for defaced, damaged or lost books or wilful damage to school property. The Academy will ask students and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupils' part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils. It is agreed school practise will be that deliberate (criminal) damage will be charged for at cost price (and if necessary fitting/labour).

Swimming

The Academy organises swimming lessons for all children in Key Stage 2. These take place in Academy time and are part of the Academy Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Extra-Curricular

No charge is made for extra-curricular activities that the Academy organises on the pupils' behalf.

Academy Transport to Sporting Activities

We do not normally charge children if they are transported in the minibus to an extra-curricular activity.

Remissions

Waterloo Primary Academy may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher. Academy Council members, in determining the policy outlined above, undertake to keep the policy under review and to notify parents in writing of any changes as and when appropriate.