



Charging and Remissions Policy

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Rationale

Excelsior Academy recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Context

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

Aims

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents/carers, pupils and the school and which acknowledges the cost of such activities to the school's budget.

Charges

Excelsior Academy reserves the right to make a charge in the following circumstances for activities organized by the school

Residential Activities Taking Place Largely During School Hours

- The full cost to each pupil of board and lodging.

Parents/carers have the right to claim free activities if they are in receipt of the following state benefits:

- Income Support
- Income based Job Seekers Allowance
- Support under section VI of the Immigration and Asylum Act 1996
- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold

Activities Outside School Hours

- The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.
- Individual Instrumental Tuition
- The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

Additional Considerations

Excelsior 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 try to adhere to the following guidelines:

- Where possible all trips will be published at least one month in advance
- We have established a system for parents to pay in installments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip

Financial Assistance to Pupils

No pupil will be excluded from a school visit which is part of their curriculum or takes place in school time because they are unable to pay.

If you are not in receipt of the above benefits but may still experience difficulty in meeting the cost of an educational visit, you may apply to the Excelsior Academy hardship fund. In such cases, applications should be made directly to your son/daughter's Principal. Please be assured that your application will be dealt with in the strictest confidence.

General

Excelsior Academy may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes Excelsior Academy from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.