



# Holley Park Academy

**Review Date: July 2014**

**Next review date: July 2016**

**Person in charge: Sharon Richards**

## CHARGING AND REMISSIONS POLICY

Any charge made by Holley Park Academy must meet the requirements of the Education Reform Act (1988). The Governors endorse the guiding principles contained in the Act, in particular that no child should have its access to the curriculum limited by charges.

### AIMS:

- To make a broad programme of activities accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget

### PRACTICE:

- We may ask for voluntary contributions for activities, which take place mainly within school hours
- We can make charges for things such as, materials, books, instruments or equipment that parents wish their child to own.
- We can make charges for music and vocal tuition for individual pupils or groups of children, provided that the parent has requested the tuition (with the exception of children looked after by the Local Authority)
- We can make some charges for early years provision
- We can charge for use of our community facilities
- We can charge for transport (other than transport that is required to take the pupil to school or to other premises where the

Academy/Local Authority have arranged for the pupil to be provided with education)

- We will charge for board and lodgings for a pupil on a residential visit. Any additional insurance costs will be included in the charges for trips or activities.
- Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. The cost of the activity will be divided equally by the number of pupils participating.
- It is important to note that no child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. **Individual requests for help from parents on will be considered on an individual basis and help may be provided within the limits of the school's budget at the Head Teacher's discretion. Complete confidence will be observed in all such matters**
- If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it must be cancelled.
- Activities that take place out of school hours are chargeable.

#### REFUNDS:

- If a child is absent from school on the day of a planned visit, any entrance fees, less non-refundable deposits paid, will be refunded. Transport costs will not be refunded, nor tickets purchased in advance of the visit when the venue does not offer refunds, e.g. theatre tickets.