



Charging & Remissions Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of individual or group music tuition.

Voluntary contributions

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. The contributions requested will not exceed the actual cost (per pupil) of provision and 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. Payment of voluntary contributions and is known only by the Office Manager, SMB and Executive Principal.

If a parent wishes their child to take part in a school 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 school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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

- Visits to museums and other places of cultural or sporting interest
- Musical events
- Sporting trips
- Theatrical events
- Y6 residential trip

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging and travel. Parents who receive the following state benefits are exempt from payment:

- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI Immigration and Asylum Act 1999
- Child Tax Credit (providing Working Tax Credit is not also received)
- Guaranteed State Pension
- Income related Employment and Support Allowance
- In most cases, children identified with Pupil Premium support



Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. They make a charge for these lessons. Parents in receipt of state benefits or who qualify for Pupil Premium are able to apply for funding via the school office or website. We give parents information about additional music tuition on a regular basis.

Swimming

The school organises swimming lessons for all children in Year 3. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do invite voluntary contributions. 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.

Clubs and Organisations

The school offers several externally run after school clubs. These include golf, football, fencing etc. These clubs are chargeable directly to the parent.

Additional external providers use the school facilities after school hours. These clubs are not for pupils from Lowbrook Academy and the providers are therefore charged hire costs in line with the school Lettings Policy.

Related Policies

Lettings
Curriculum

The Governing Body approved this policy on date: **7th December 2018**

Signed: _____ Chair of Governors

Signed: _____ Executive Principal



Appendix 1

Lowbrook Academy Application for School Funding

Surname: _____

Forenames: _____

Address: _____

Post Code: _____

Email Address: _____

Parent/Guardian National Insurance Number: _____

Have you received a grant before? Yes No

1. Date of Birth.....// Age:..... Years

2. Schools Attended:

Name of School	From	To

3. Details of relevant examinations passed or qualifications gained:

Examination or Qualification	Date



4. Occupation of Father or Guardian: _____

5. Occupation of Mother or Guardian: _____

6.

i. Total combined gross annual income of parents/guardians

Approx £ _____

(If self-employed please attach copy of last accounts, but if employed supply copies of your last P60)

ii. Any major outgoings (e.g. Mortgage or Rent) that you would like to be taken into consideration:

Details	Amount

7. Numbers of brothers/sisters with names and ages (in age order)

Names	Ages

8. Details of Assistance required:

i) Brief but essential details including name and address of any relevant teacher or coach:

ii) Details of main items (fares, subsistence, etc.) with cost involved:



Details	Amount

9. Amount to be raised by applicant's own efforts £ _____

10. Details of other financial support already promised:

Details	Amount

Or applied for:

Details	Amount

Signature of Parent or Guardian: _____

Date: _____