



# The Southwater Infant Academy

## Charging & Remissions Policy For Academy Activities



**WS Learning Outside the Classroom**

**Feeding an appetite for learning**

**Policy Adopted: February 2019**

**Next Review Date: February  
2022**

Outdoor Education Adviser, May 2018

# CONTENTS:

1. Introduction
2. Voluntary Contributions
3. Arrangements
4. Monitoring and Review of Policy

# Policy for Charging and Remissions for Academy Activities

## 1. Introduction

**1.1** The Southwater Infant Academy provides many opportunities for its children to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

**1.2** The value of LOtC is well recognised by the board of trustees and fully supported throughout the academy.

**1.3** The purpose of this policy is to provide clear information about charging and voluntary contributions for the academy's activities.

## 2. Voluntary Contributions

**2.1** In general no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. The Southwater Infant Academy follows these guidelines.

**2.2** It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during academy hours.

**2.3** The Southwater Infant Academy follows the West Sussex *Policy for Charging for School Activities* that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance [www.oeapng.info](http://www.oeapng.info).

**2.4** No compulsory charge will be made for any activity which takes place during academy hours.

**2.5** Any contribution is entirely voluntary, and the pupils of parents/carers who are unable or unwilling to contribute must not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

### **3. Arrangements**

To ensure good practice and compliance with the necessary regulations it is expected that:

**3.1** All letters regarding contributions for academy activities will make it clear that these are voluntary and that children of parents/carers who do not contribute will not be treated differently.

**3.2** If any parents/carers have any financial difficulty (no pupil will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement.

**3.3** Pupils whose parents/carers are in receipt of Pupil Premium, eligible through the following criteria, may be subsidised by the academy for any voluntary contributions:

- Universal Credit in prescribed circumstances;
- Income support;
- Income-based Jobseeker's Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit;
- Guaranteed element of State Pension Credit.
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

### **4. Monitoring and Review of Policy**

The board of trustees will review this policy every 3 years, and as necessary due to any changes in legislation.

Approved by the Life of the Academy committee at their meeting on