



# Thrybergh Academy and Foljambe Campus

## Charging & Remission Policy

September 2019  
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This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

### **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Governing Body of the Academy is responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

### **Charges cannot be made for:**

The Governing Body of the Academy recognises that the legislation prohibits charges for the following:

- education provided during academy hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the academy;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy;
- education provided on any trip that takes place during academy hours;
- education provided on any trip that takes place outside academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education;
- supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a residential trip;
- transporting registered pupils to or from the academy premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy;
- transport provided in connection with an educational trip.

### **Publication of Information**

A summary of this policy will be included in the Academy Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

## **Charges**

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside academy hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
- Vocal and musical instrument tuition
- re-sits for public examinations where no further preparation has been provided by the academy
- costs of non-prescribed examinations where no further preparation has been provided by the academy
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and academy clubs.

## **Remission**

Children whose parents are in receipt of the support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential academy trips.

## **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for example: pupil's travel costs, entrance fees to museums, castles etc, insurance costs, educator/artists fees etc

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the academy will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

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