

# Oakdene Primary School



## Charging and Remissions Policy

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To be Reviewed Annually

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## Mission Statement Oakdene – Growing and Learning Together

### At Oakdene we aim:

- to enable all members of our school community to reach their full potential
- to prepare each child, through all aspects of School life, to become responsible citizens respecting themselves, others and the environment
- to become independent and highly motivated learners
- to equip children to be flexible and adaptable to the modern world
- for each child to feel valued, safe and confident

### The School Community will achieve these aims through:

- engaging all members of the school community in providing a broad, balanced and challenging curriculum for every child
- opportunities for continuing professional development for all members of staff
- children becoming partners in their own education and make a positive contribution to the school environment and ethos
- opportunities for children to take responsibility for their own learning
- using technology effectively to improve children's learning
- a secure and safe environment
- sport, exercise and healthy living
- an enriching programme of extra-curricular activities and visits
- learning partnerships between home, school and community

## 1 Introduction

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

Education provided by the school during normal school hours is wholly or mostly at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional 'optional' extra activities including:

- any materials, books, instruments, or equipment, where the child's parent wishes their child to own them.
- optional extras (see below); and
- music and vocal tuition, provided to individuals or small groups.

## 2 Aims and Objectives

The aims of this policy will:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when changes will and will not be made.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## 3 Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## 3 Definitions

- **Charge** – a fee payable for specifically defined activities
- **Remission** -the cancellation of a charge which would normally be payable

## 4 Roles and Responsibilities

### 4.1 The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy.

### 4.2 Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remission policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or were they are not certain if the policy applies

#### 4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### 5 Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

#### Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education
  - d) transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- Travel, board and lodging for a pupil on a residential visit.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs and supervised homework sessions)

In calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Pupils in receipt of pupil premium funding, including LAC and Post LAC pupils may be subsidised in accordance with their individual needs/plans.

## **6 Voluntary contributions**

When organising school trips / visits or external workshops, to enrich the curriculum and the educational experience of the children, the school invites parents, and carers to contribute to the cost. 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 or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent/carer 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 to support the visit. Parents and carers have a right to know how each trip is funded, and 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 and carers. These activities are known as “optional extras”. This list is not exhaustive:

- visits to museums.
- field trips and research visits;
- visits to place of interests such as those for worship or educational value: i.e.: museums, art galleries etc
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events;
- visiting workshops at the school.

## **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, **which is to provide education directly related to the National Curriculum**, we do not make any charge for the education. However, we can charge for travel, board and lodging but the charge must not exceed the actual cost. Parents in receipt of certain benefits may be entitled to support with the cost of board and lodging. If we cannot raise sufficient funding through contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

## **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 small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We give parents and carers information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution of £2.00 per session from parents and carers towards covering the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **Additional sports clubs**

The school does routinely offer additional sporting coaching after school run by members of staff. We do ask for a voluntary contribution from parents and carers to cover this. If outside sports providers run clubs, then a full charge is usually made.

## **11 Monitoring and review**

This policy is monitored by the governing body and will be reviewed every three years or sooner if necessary. The main body of the policy may still be current, but we may need to update Appendix 1 more frequently as changes occur.

**PRICING STRUCTURE FROM 1 October 2023**

This policy takes account of the costs of providing childcare places. A major factor affecting the overall charge is the cost related to staffing to meet statutory requirements of staff to child ratios and levels of qualification.

**Pricing Structure****Breakfast Club**

Cost	Timings
£6.00	7:45am start

**After School Club**

Cost	Timings
£8.50	5:00 p.m. finish if used same day BC
£9.50	5:45 pm finish

**Letting of School Premises**

Such charges are defined by the Lettings Policy.