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**Charlton -on-Otmoor Primary School**

**Policy on Charging and Remission for school activities**

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| **Approved by:** | Nadia Gosling | **Date:** 13.01.2025 |
| **Last reviewed on:** | 13.01.25 | |
| **Next review due by:** | 13.01.26 | |

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| At Charlton-on-Otmoor CofE Primary School we are committed to giving all our children every opportunity to achieve the highest standards and prepare them for their roles as adult members of society. All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents’ financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. |

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) and [the Education Act 1996](http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III), sections 449 to 462 of which set out the law on charging for school activities in England.

**The policy identifies activities for which:**

* voluntary contributions may be requested
* charges will not be made
* charges will be made.
* charges may be waived

**Definitions**

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

**Roles and responsibilities**

**The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

**Headteachers**

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

**Staff**

Staff are responsible for:

* Implementing the charging and remissions policy consistently
* Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

**Parents/carers**

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

**Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences and activities to pupils that would not otherwise be possible. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

Some activities for which the school may ask parents for voluntary contributions include: school trips, sports activities, resources for science or DT lessons.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

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| ***The Law states:***  If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.  No child will be excluded from an activity because his or her parents are unable or unwilling to pay.  If insufficient contributions are received, the trip or activity may have to be cancelled.  If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit. |

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### No charges will be made for:

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| 1. An admission application to any maintained school 2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment); 3. Education provided on any trip that takes place outside school hours (see 4a)    1. if it is part of the National Curriculum, or    2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or    3. part of the school’s basic curriculum for religious education; 4. Tuition on for pupils learning to play musical instruments (or singing) 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 school, or part of religious education; 5. Entry for a prescribed public examination, if the pupil has been prepared for it at the school\*; 6. Examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the school; 7. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;   Transport   1. Transport provided in connection with an educational visit, although voluntary contributions may be requested. 2. Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport 3. Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated 4. Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school   **Residential visits**   * Education provided on any visit that takes place during school hours * Education provided on any visit that takes place outside school hours if it is part of: * The National Curriculum * A syllabus for a prescribed public examination that the pupil is being prepared for at the school * Religious education   **\*** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may / will be made. |

**Charges may be made for:**

**a) Activities outside school hours**

Residential and non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

**b) Residential visits during school hours**

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions details below) will be exempt from paying the cost of board and lodging.

**c) Music tuition**

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils (These charges may be made directly by Oxfordshire County Music Service).

**d) Certain early years provision**

**e) Optional extras (see section 5 below)**

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| **When any trip is arranged parents will be notified of the policy for allocating places. This should recognize that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.** |

**Optional Extras**

Charges may be made for optional activities that are known as ‘Optional Extras’. Any charges made will not exceed the actual cost (per pupil) of provision.

### It is the policy of Charlton-on-Otmoor CofE Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

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| Charges will/may be made for any materials, books, instruments, or equipment, ***where a parent wishes their child to own them***; | Eg. A clay model – a charge to cover the cost of the clay. |
| Charges will/may be made for music tuition | The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or appropriate groups of pupils |
| * Charges will be made for the board and lodging component of residential trips | * The charge will not exceed the actual cost |
| Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions) | See separated before and afterschool care policy |

**Remissions**

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

**Families qualifying for remission or help with charges.**

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Children entitled to Free School Meals will qualify for remission.

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| Parents (in 2012\*) do not have to pay for school lunches if they receive any of the following:   * Income Support * Income-based Jobseekers Allowance * Income-related Employment and Support Allowance * Support under part VI of the Immigration and Asylum Act 1999 * The Guarantee element of State Pension Credit * Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty’s Revenue and Customs) that does not exceed £16,190 (financial year 2011-012) * Working Tax Credit ‘run-on’ – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit. * Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)   \*Update criteria and figures at: <http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/CFM/Eligibilityforfreeschoolmeals.pdf> |

**Additional categories of parents may claim help with some costs in some circumstances,** *To be decided by the governing body.*

**Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

* Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
* We have established a system for parents to pay in instalments
* When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
* We acknowledge that offering opportunities on a ‘first pay, first served’ basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

**Monitoring arrangements**

The headteacher monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the headteacher annually. At every review, the policy will be approved by the governing board.