



## OAKFIELD JUNIOR SCHOOL

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| <b>Policy Name</b>    | <b>Charging &amp; Remissions Policy</b> |
| <b>Policy Number</b>  | <b>OJS 1011</b>                         |
| <b>Version Number</b> | <b>V1.3</b>                             |
| <b>Policy Owner</b>   | <b>Business Manager</b>                 |

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| <b>Governing Body or Working Group Approval</b> | <b>Resources</b>   |
| <b>Approved</b>                                 | <b>Autumn 2019</b> |
| <b>Next Review Date</b>                         | <b>Autumn 2020</b> |

## **Preamble**

Education provided at a maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during the school hours. There are exceptions to this general rule and from time to time parents may be asked to make voluntary contributions for school trips etc. as outlined in this policy.

## **Aims**

The aim of this policy is to set out the circumstances in which charges will or will not be made for school activities and when charges may be waived. The school wants to provide a range of experiences to enrich and extend pupils' learning and contribute to personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra curricula activities. However some of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. The policy sets out what we charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

## **Policy statement**

The policy complies with the requirements of the Education Act 1996, the LA Charging and Remissions Policy for School Activities provided or arranged by the authority and Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018. Where 'parent' is referred to this will include adults with a responsibility for the pupil.

## **Voluntary contributions**

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum. The contribution will be genuinely voluntary and if the parent is unable or unwilling to pay the child will not be excluded from the activity. However if sufficient contributions are not received the activity may be cancelled. Parents will be advised of this when the voluntary contribution is requested. Families/carers have the right to withdraw their voluntary contribution before (but not after) the booking has been made.

## **Chargeable costs**

The governors reserve the right to make a charge for the activities and items listed below:

- Trips which are not part of the school curriculum or are outside the school day including the board and lodging element of approved residential visits.
- Materials, ingredients or equipment for subjects such as design and technology, science, art and craft if the pupil wishes to take home the finished product
- Damage to school property such as a broken window or a defaced, damaged or lost book where this is the result of a pupil's behaviour.
- Optional after school activities which are not provided to fulfil any statutory requirements relating to the National Curriculum. Participation will be on the basis of parental choice and a willingness to meet such charges

- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of children. The cost of instrumental tuition provided by external music services on site is charged by the relevant provider with whom parents must make their own arrangements.

## **Remissions**

The governors reserve the right to remit costs of board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum when the parents of a pupil are in receipt of:

- Income support,
- Income Based Jobseekers Allowance,
- Support under part VI of the Immigration & Asylum Act 1999,
- Child Tax Credit, provided that Working Tax Credit is not also received, or the family's income as assessed by HM Customs and Revenue does not exceed the limit in the particular financial year
- The guarantee of State Pension Credit
- An income related employment and support allowance that was introduced October 2008.

The governors will consider requests for remission made in confidence to the Headteacher prior to the activity. The Headteacher, in consultation with the Chair of Governors, will make authorisation for such remission.

The governors may wish to remit in full or in part the cost of other activities where cases of family hardship make it difficult for pupils to take part in activities for which a charge is made or a voluntary contribution is requested.

## **School Fund**

In accordance with the stated activities of the Fund, the Headteacher has delegated discretionary authority to assist pupils financially when considered appropriate. Each case will be reported to the Governing Board on an annual basis when the School Fund final accounts are presented.

No loans will be made between the School Delegated Fund and the School Fund.

Appendix 1

School Fund Letter sent to parents annually