



## **Charging & Remissions Policy**

**Policy or procedure reference number:** F2

**Issue number:** 3

**Date:** 11/2016

**Review date:** 11/2018

**Responsibility for review:** Finance

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a voluntary contribution. The policy has been informed by the Department for Education guidance.

### **Definition**

The School day is defined as: 9.00am until 3.15pm.

### **Responsibilities**

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

### **Policy Statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge, however some activities may result in a small charge for materials and equipment. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

### **Remissions**

To ensure that access to activities reflects intentions, Oakhurst Community Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children. Where parents are in receipt of Income Support, Income-based Job Seekers' Allowance, Income-related Employment and Support Allowance, Support under part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit, Universal Credit, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

### **Voluntary contributions**

When organising school visits or events which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the costs. All contributions are voluntary but, where a parent is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. However, if we do not receive sufficient voluntary contributions to support the activity, we may cancel a visit. If a visit goes ahead it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- extended schools activities;
- educational visits;
- sporting activities which require expenses to be covered;
- outdoor adventure activities;
- visits to the theatre;
- musical/theatrical events;
- food activities and technology.

### **Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents will be informed of all residential visits and be given the opportunity to pay in monthly instalments.

### **Swimming**

During their time at Oakhurst pupils will have the opportunity to take part in swimming lessons as part of the school curriculum. We do not charge for the tuition, however, we do request a voluntary contribution to cover the cost of travel expenses.

### **School Meals**

From September 2014, all children in Reception, Year 1 and Year 2 will be entitled to a free school meal provided by the school. We will continue to make a charge for the provision of school meals for children in Years 3-6, unless their parents are in receipt of any of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit.

### **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 group music tuition, if this is requested by the parents, and not part of the National Curriculum. The peripatetic music teachers teach individuals or small group lessons. We make a charge for these lessons.