

# OYSTER PARK PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY AND PROCEDURE

Date of last review	January 2016
Amended to reflect change in terminology	March 2017
Date of next review	January 2018

### AIMS

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

All charges or requests for voluntary contributions will comply with current legislation.

### CHARGES

#### Activities during School Hours

No charge is made for activities that are part of the curriculum and that take place within school hours (excluding the mid-day break), including transport during school hours to school-organised activities, for example, to swimming lessons.

We may charge for: books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge), 'optional extras' (Sections 1, 2, 3), music or vocal tuition additional to the National Curriculum (Section 4).

#### 1. Activities Outside School Hours ('Optional Extras')

Optional visits or activities occurring completely or where at least half the time is outside of school hours may be charged for in full.

No charge is made for activities that are part of the curriculum but take place outside of school hours. However, we may ask for a contribution towards the costs for the following: travel, materials and equipment, additional staff costs, entrance fees, insurance costs.

#### 2. Residential Visits

If the school organises a residential visit which is to provide the National Curriculum, we do not make any charge for the educational aspect of this, for travel or for any additional staffing to cover this. However, we do make a charge to cover the costs of board and lodging. Additional costs such as transport and insurance will be included as voluntary contributions. The school may charge for residential activities that fall outside of school hours.

#### Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost of providing the activity and no parent will be asked to subsidise others. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section on Remissions)

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### **Travel**

Travel costs may be charged when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **3. Out of School Hours Extra-Curricular Activities and School Clubs**

Clubs and activities outside of school hours that are not part of the school curriculum are 'optional extras', and may be chargeable. Participation in any 'optional extra' activity will be on the basis of parental choice and a willingness to pay any charges. This includes the school operated 'Breakfast Club' which provides out of hours childcare.

The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge. When calculating charges, an amount may be included in relation to any materials, books, instruments or equipment provided in connection with the optional extra, any staffing costs and any third party costs such as services of third party or specialist providers who organise, lead or supervise the activity. Any charge made in respect of individual pupils will not exceed the cost of providing the optional extra activity, divided equally by the number of pupils participating.

There is no charge for activities that take place outside of school hours when they are part of the school curriculum.

### **4. Music Tuition within School Hours**

All children study music as part of the normal school curriculum. We do not charge for this or for whole class music lessons provided by specialist teachers as part of the Wider Opportunities sessions.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. Charges will include any instrumental hire provided through external providers such as the Wakefield Music Service.

We are committed to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals. There is no charge for vocal or instrumental tuition for children in care.

### **5. Damage/Loss to Property**

Where school property has been wilfully or maliciously damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

### **6. School Meals**

The daily cost of school meals will be determined by the Headteacher in consultation with the Academy Council based on actual costs to school for this provision.

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There is no charge for children who are entitled to free school meals or Universal Infant Free School Meals (UIFSM).

### **7. Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges and any remissions is determined by the Academy Council as part of the school's Lettings policy.

### **8. Other Charges**

The Headteacher or Academy Council may make charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying, provision of Nursery snacks, provision of milk to children over 5.

### **REMISSIONS AND CONCESSIONS**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income Related Employment and Support Allowance Income Based Job Seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well) Guarantee Element of Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999 Universal Credit in prescribed circumstances

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher and Academy Council. The Headteacher and Chair of the Academy Council will authorise the remission of charges.

### **Voluntary contributions**

School educational visits and enrichment activities play an important part in supporting our curriculum. They are carefully organised to link first-hand experience to aspects being studied. When organising visits and other activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost.

All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit or activity. If the activity is cancelled all monies paid will be returned to parents. If a visit goes ahead, no child will be excluded on the grounds of voluntary contributions and may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

### **Access and Affordability**

The School is committed to ensuring all children have access to additional activities which enhance learning and aims to keep charges to all parents as manageable and accessible as possible and to provide best value for money. To do this, the Academy Council have resolved:

1. To subsidise parental contributions for visits, particularly for:

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- Local visits where high transport costs make voluntary contributions higher compared to distance travelled.
- Small class/group sizes where transport costs make contributions higher per head. Residential visits where board and lodging costs and amount of travel days involved make contributions higher.

The amount of the subsidy is determined by the Headteacher according to the individual visit/activity and circumstances.

2. To subsidise the cost of individual/group instrumental tuition provided by Wakefield Music Service for all children who choose to take such lessons in school. The amount of subsidy is determined annually by the Headteacher in consultation with the Academy Council, taking into account the school's available budget.
3. Not to charge for school materials used when taking home any finished products from a particular lesson e.g. cookery, individual craft items, pottery, needlework etc
4. To subsidise any provision of educational services by a third party during the normal day; the School will ensure that any monies charged are paid directly to the third party organisation.
5. To be sympathetic to those parents that are unable to afford the cost of additional activities and/or extra-curricular activities, and has limited funds available to assist parents in particularly difficult financial circumstances. Approaches for such assistance may be made to a member of staff, who will then consult the Headteacher. Approaches may also be made to the Headteacher directly.

As a school, we are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it may be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **Responsibilities**

Governors have discretion over what charges they make for children's activities and the circumstances in which they would remit all or part of the charges provided these are in line with Government legislation. Any determinations with respect to individual parents will be considered by the Headteacher and Academy Council.