



CHARGES AND REMISSIONS POLICY

Reviewed and revised March 2015

Signed.....COG

.....HEAD

Next review March 2017

CHARGES AND REMISSIONS POLICY

The 1996 Education Act requires all schools to have a policy on charging & remissions for school activities which must be kept under regular review. The Governing body must not charge for any activities which take place when the School is in session, excluding the break in the middle of the day. The exception is musical instrumental tuition for individual pupils or in groups of up to four, as long as the teaching is not an essential part of the National Curriculum syllabus being followed by pupils.

If the School wishes to run an activity during the school day for which it would need contributions from parents or others, it can ask for voluntary contributions.

The School can charge for optional, extra activities provided mainly or wholly outside of school hours as long as the teaching is not an essential part of the National Curriculum or religious education.

Schools can use their delegated budgets to support or subsidise extended activities that bring an educational benefit to children.

Status - Statutory

The policy complements the School's Equalities Policy and Teaching & Learning Policy.

The School day:

The School day is defined as Monday to Friday during term time. Each day is divided into two sessions, 8.50am to 12.10pm and 1.10pm to 3.15pm. Lunchtime is not included in the school day.

Charges

The Governing body will make a charge for activities in the following circumstances:

- **Swimming**
Children in Key Stage 2 are taken swimming at Bicester Leisure Centre. The cost of transport will be met by voluntary contributions and school funding.
- **Educational visits**
The costs of admission, transport & insurance will be met by voluntary contributions. No child will be excluded from an activity if these payments are not made. However, if insufficient contributions are received then the trip or activity may have to be cancelled.

- **Visiting theatre groups, drama workshops & arts activities**

During the school year the children will have the opportunity to take part in various workshop & theatre activities. A voluntary contribution will be asked for to meet the cost of these events. However, if insufficient contributions are received then the trip or activity may have to be cancelled.

- **Out of school activities**

A charge will be levied for the entire cost of the activity.

- **Residential trips**

Parents will be charged for the full cost of the trip. We have established a system for parents to pay in instalments however we would expect total payment to be made within a reasonable time.

The School Association will occasionally be asked to support any activities or trips.

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books or other equipment)
- Education provided outside school hours if it is part of the National Curriculum.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Families qualifying help with costs

In order to remove financial barriers from disadvantaged pupils (including those with short term financial difficulties), 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 charges will be waived.

Individual consideration will be given to children who qualify for the Pupil Premium** and/or other relevant benefits.

** Children from Service families or those in receipt of Free School Meals (nb. This does not refer to all children in receipt of Universal Free School Meals).

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:

- We will give parents as much notice as possible for forthcoming visits/trips. At the induction meeting for new parents, we will discuss how visits/trips are organised throughout the school.
- We have established a system for parents to pay in instalments.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against families in lower incomes and we will avoid that method of selection.

Arrangements for monitoring and evaluation

The Resources Committee will monitor the impact of this policy by receiving regular updates on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the policy.

This policy will be reviewed every 2 years.