



# **Charging & Remissions Policy**

***Oliver Goldsmith Primary***

***"Inspiring a love of learning."***

***Date Ratified: Sept 2019***

***Date to Review: Sept 2020***



## 1.0 INTRODUCTION

At Oliver Goldsmith School the Governors are committed to a free and comprehensive education, which ensures equality of access and opportunity for all pupils. We want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for a contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

## 2.0. AIMS

- 2.1 The aim of the Charging and Remissions policy is to ensure that all pupils receive the best possible educational opportunities without financial cost.
- 2.2 The specific aims include that the school does:
  - 2.2.1 not charge in respect of admission to the school
  - 2.2.2 not charge for activities which take place wholly or mainly during school hours, except in the case of individual music tuition or theatre groups and educational experience days led by external consultants or coaches.
  - 2.2.3 not charge for entering a pupil for any prescribed public examination for which the pupil has been prepared by the school.
  - 2.2.4 give as many pupils the opportunity to take part in activities arranged by the school.
  - 2.2.5 ensure that pupils whose parents are unable to make a financial contribution, are not excluded from activities or trips where a charge needs to be made by the school.

## 3.0 INDIVIDUAL MUSIC TUITION WITHIN SCHOOL HOURS

### 3.1. Charges

A charge will be made to parents of pupils receiving tuition, either individually or in a group of up to six pupils in the playing of any musical instrument. Where a charge is made, it will include the cost of the teacher providing the tuition, the cost of sheet music and the hire of a musical instrument when the school cannot provide this. The charge may not cover the full cost of tuition and the Headteacher has the discretion to subsidise the cost of music tuition from the delegated budget. Music tuition charges will be collected termly.



### **3.2 Board and Lodging**

Where a school activity requires pupils to spend nights away from home, the governing body will make a charge for board and lodging whether or not the residential trip is deemed to have taken place in school hours. The charge will not exceed the cost of the board and lodging provided for each pupil involved. Where a trip is deemed to have taken place outside school hours, charges not exceeding the cost may also be levied for travel.

### **3.3 Remission**

Where a pupil participates in a residential trip deemed to take place in school hours, the governing body will endeavour to subsidise the board and lodging charges and travel costs for a Pupil Premium pupil whose parents are in receipt of income support, family credit, an income-based jobseekers allowance (payable under the Jobseekers Act 1995), or Disability Living Allowance.

## **4.0 TRANSPORT**

4.1 In general, any transport provided by the governing body in school hours for regular activities, such as swimming, will be provided free of charge. However, where a pupil makes use of transport not provided by the school to travel direct from home to an activity sanctioned, though not provided by the school, parents will be expected to meet the costs of such travel. Parents will be asked to make a contribution to cover the cost of transport for visits to places of educational interest. No child will be excluded from the trip if a contribution is not made; however, if sufficient contributions are not forthcoming, the school reserves the right not to proceed with the activity.

## **5.0 EDUCATIONAL VISITS DURING SCHOOL HOURS**

5.1 The Education Act 1996 states that no charge can be made for activities that take place wholly or mainly during school hours though parents can be invited to make voluntary contributions. Parents will be asked to make voluntary contributions towards the cost of visits to places of educational interest in line with section 4.2 of this act.

## **6.0 CHARGING FOR 'FINISHED PRODUCTS'**

6.1 A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished products.

## **7.0 CLOTHING**

7.1 Although no charge will be made for 'equipment' for use in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as painting aprons, PE and sports kit, and football boots.



## 8.0 SPORTS, GAMES AND SWIMMING

- 8.1 No charge will be made towards the transport costs of sports, games and swimming, which take place during the school day.

## 9.0 SCHOOL PROPERTY

- 9.1 The Governors reserve the right to charge parents if their child is found to be responsible for wilful destruction of school property.

## 10.0 OPTIONAL EXTRAS

### 10.1 Optional extras (outside school hours)

A charge will normally be levied for an activity defined in section 455 of the Education Act 1996 as an "optional extra" which is provided wholly or mainly outside school hours and is not part of the National Curriculum or part of religious education. Such charges made will not exceed the cost of providing the activity, divided equally among the pupils participating. Those pupils on Free School Meals and/or Looked After (Pupil Premium Pupils) will be given the opportunity to participate in clubs at either a reduced charge or free of charge.

Prior written agreement will be obtained from the parents of pupils involved in an optional activity for which a charge is to be made.

### 10.2 Optional extras (partly within school hours)

A charge will normally be levied for participation in any optional extra activity which is not required as part of the National Curriculum and which children attend on the basis of parental choice.

There is a range of activities, which Oliver Goldsmith may wish to define as "optional extras" in this context. The majority of these will be self-supporting, unless the governing body wishes to meet the cost out of the school's own funds. The charge made can include:

- (i) the pupil's travel costs;
- (ii) the pupil's board and lodging costs;
- (iii) materials, books, instruments and other equipment;
- (iv) non-teaching staff;
- (v) teaching staff engaged under contracts purely to provide an optional extra;
- (vi) insurance costs;



## 11.0 SPECIAL FINANCIAL ARRANGEMENTS

11.1 Parents who are in receipt of any of the benefits listed below will not be required to pay for:

- (i) Board and lodging on residential visits (not optional)
- (ii) Technology materials
- (iii) Music tuition
- (iv) Transport to out of school activities

In addition, reduced rates may be negotiated for:

- (i) Extra-curricular activities

### 11.2 Benefits Required To Qualify (Universal Credit TBC)

- (i) Income Support (IS) – proof of entitlement is in the form of a Job Centre Plus letter or FF260 form.
- (ii) Income Based Jobseekers Allowance (IBJSA) – proof of entitlement is in the form of a Job Centre Plus letter.
- (iii) Support under part VI of the Immigration and Asylum Act 1999 – proof of entitlement is in the form of a Home Office letter.
- (iv) State Pension Credit – proof of entitlement is assessed by the 'Pension Credit M1000 Award Notice'. The 'How Pension Credit has been worked out for...' section of this form clearly shows details of any Guaranteed Pension Credit in payment.
- (v) Employment and Support Allowance (ESA) has been introduced to replace both Incapacity Benefit and Income Support
  - ESA(IR) - Proof of entitlement is a letter or a statement from the Department of Work and Pensions/Job Centre Plus.
  - ESA (C) recipients are NOT eligible.
- (vi) Child Tax Credit with an annual income "as assessed by the Inland Revenue" that does not exceed £16,190 (the parents/guardians must not have Working Tax Credit).

## 12.0 REVIEW

This policy will be reviewed every year.

Date ratified: Sept 2019

Dated of Review: Sept 2020