

October 2018



# Charging Policy

October 2018

**Oxfordshire County Council Model policy on charging for and remissions for school activities**

Fringford C of E Primary school believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' or carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

**1. The policy identifies activities for which:**

- **voluntary contributions may be requested**
- **charges will be made**
- **charges will not be made.**
- **charges may be waived**

**2. Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

***The Law states:***

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to participate on the visit.

# October 2018

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums/places of interest
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Engaging outside consultants to work with the children e.g. subject workshops and theme days

### 3. No charges will be made for

- a) An admission application to any maintained school
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- c) Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- d) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school\*;
- f) Examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the school;
- g) Education provided on any trip that takes place during school hours (see 4a);
- h) Education provided on any trip that takes place outside school hours (see 4a)
  - a. if it is part of the National Curriculum, or
  - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - c. part of the school's basic curriculum for religious education;
- i) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- j) Swimming lessons for all children in KS2.

\* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may / will be made.

### 4. Charges will be made for

# October 2018

## **a) Activities outside school hours**

Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

## **b) Residential visits during school hours**

The board and lodging costs of residential trips deemed to take place during school time. However pupils whose parents are in receipt of certain benefits (see remissions policy below) may be exempt from paying the full cost of the visit.

## **c) Music tuition**

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

## **d) Extra-curricular clubs/games**

The school offers additional clubs or coaching after school (subject to a suitable number of children signing up) which are not run by the school itself e.g. football coaching/ science club for which there will be a small charge.

## **e) Fruit and vegetable scheme**

The school participates in a National Scheme which provides a piece of fruit or vegetable free to all Foundation and Key Stage 1 children. The school makes the scheme available at cost for Key Stage 2 children.

## **5. Remissions**

In order to remove financial barriers from pupils, 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 such charges will be waived.

## **6. Families qualifying for remission or help with charges.**

Children entitled to Free School Meals will qualify for remission if remission or help is available in relation to a particular charge.

Pupils whose parents/carers receive the following support payments are entitled to free school meals (assuming the parent does not receive Working Tax Credit).

Under the current criteria, children who receive, or whose parents receive one or more of the following support payments are entitled to receive free school meals and eligible

# October 2018

for two year old funding.

- Income-based and contribution-based Jobseekers Allowance or ESA on an equal basis
- Income Support
- Income Based Jobseekers Allowance
- Income-related employment and support allowance
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.
- Working Tax Credit, provided they have an annual gross income of no more than £16,190 per year (eligible for two Year Old Funding only)
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

## 7. 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 have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.