



# Oxbridge Lane Primary School

## Charging and Remissions Policy

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Policy prepared by (name and designation)	Amy Blackburn Headteacher
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**Oxbridge**

**Lane Primary**

## **School Policy on Charging and Remissions**

### **1 Introduction**

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

### **2 Voluntary contributions**

- 2.1 When organising school trips or visits to enrich the curriculum and the 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 trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 The following is a list of additional activities which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - residential school trips;
  - musical events.

### **3 Residential visits**

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do charge to cover the costs of travel, board and lodging, (both of which are subsidized by the school) although parents who receive state

benefits can be exempt from this charge. If we cannot raise sufficient funding through these contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

#### **4 Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 The cost for additional instrumental music tuition will not exceed the cost of provision. These lessons may be taught by peripatetic music teachers. We give parents information about additional music tuition at the start of the academic year.

#### **5 Swimming**

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place. Swimming is compulsory.

#### **6 After-school Clubs**

- 6.1 The school offers additional coaching and activities after school. A qualified coach, or a member of the school staff, runs and organises these sessions. The cost of any club will not exceed the cost of provision and in most cases a charge for these sessions is not made or is heavily subsidized by school.

#### **7 Breakages**

- 7.1 In cases of *wilful or malicious damage* to equipment or breakages, or loss of school books or equipment on loan to pupils the Head teacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

#### **8 Monitoring and Review**

- 8.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

(The Governing Body may, from time to time amend the categories for which a charge may be made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.)

#### **9 Remissions**

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

To request assistance, parents should contact Kath Bellerby via the School Office.

**Signed and dated:**

Head Teacher .....

Chair of Governors .....