

OAKDALE PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

Status	Guidance
Date approved	May 2018
Date of next Review	May 2021

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This 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

Status - Statutory - As per guidance provided by the DFE

Roles and responsibilities of Head teacher, other staff, governors

The Head teacher, staff and governors will ensure that the following applies (as per guidance provided by the DFE):

1. No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instrument or other equipment)
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours (a voluntary contribution will be asked for)
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational visit e.g. swimming (a voluntary contribution will be asked for)

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then it must be cancelled.

2. Activities for which charges may be made

Activities outside school hours

- Non-residential activities (other than those listed in 1 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).

Parent Helpers

- In the circumstance where parents are invited to attend a school day trip they will be asked to contribute towards the cost of the trip by covering any entrance fees. Transport costs will not be charged.

Residential activities

- Board and lodging costs (but only those costs) of residential trips deemed to take place during school time..
- Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).
- When any trip is arranged parents/carers will be notified of the policy for allocating places.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then it must be cancelled

Music tuition

- Music tuition for individuals or groups.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged 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/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

Parents/carers in receipt of:

- Universal Child Credit
- Income Support
- Income based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under the Immigration and Asylum Act
- The guarantee element of Pension Credit
- Working Tax Credit run on
- Child Tax Credit (with no Working Tax Credit)



OAKDALE PRIMARY SCHOOL

POLICY APPROVAL FORM

CHARGING AND REMISSIONS POLICY

Signed:  (Headteacher)

Printed name: Ilona Wrigley

Date approved: 18th May 2018

Signed on behalf of all Governors

Signed:  (Chairperson Oakdale Primary School)

Printed name: Christine Browne

Date approved: 18th May 2018