

## New Oscott Primary School

### CHARGING AND REMISSIONS POLICY

**Last reviewed: September 2016**

#### Introduction

New Oscott Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children

Have an entitlement to benefit from all educational activities and to:

- Participate fully in school curriculum
- Contribute to all aspects of school like
- Be a valued partner in the process of education

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/guardians who are on low income. We aim:

- To make school activities accessible to all students regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

The development of a range of activities form a part of the schools forward planning process and is lined to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

- The value of certain activities in relation to age/needs of pupils
- The cost of activity set against their educational value
- How the activity will be paid for

- The appropriate process for raising funding
- An assessment of whether the educational aims can be met in any other way
- An understanding of the various types of activities involved eg. Educational visits, music tuition, materials for practical work
- Reference to additional or hidden costs eg. Lunch money and pocket money
- An assessment of local facilities

### Legislation - Education During School Hours

The DFE in its guidance to school governor's state that education provided during school hours must be free. The definition of education includes materials, equipment and transport provided in school hours by the LA or the school to carry pupils between the school and an activity. It goes on to advise that although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contribution. The essential point is that no pupil may be left out of an activity because his or her parents cannot or will not make contribution of any kind. It is therefore not possible to levy a compulsory charge for transport, admission costs for swimming lessons or visits to museums, etc. during school hours.

### Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school-lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed **£16,190**
- An income-related employment and support allowance (irESA)
- Guaranteed State Pension Credit.

A similar entitlement applies where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

### **Education Outside School Hours**

Parents can only be charged for activities that happen outside hours when these activities are not a necessary part of the National Curriculum or Religious Education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if the parents agree to pay. The Education Reform Act 1988 described activities which can be charged for as **optional extras**. It is up to the LA or Governing body providing the activities to decide whether to make a charge.

### **After School Activities**

All non-charging after school activities will be free to children but on occasions a small donation will be required for resources i.e. hanging baskets for Gardening Club and resources in Creative Arts Club. The Governing Body reserve the right to be discretionary regarding payment for activities for children who will benefit directly and cost implications are a barrier. All individual requests for non-payment will be assessed and the Governing Body will inform parents direct.

### **Remissions Policy**

To ensure that access to activities becomes a reality and that the outcomes reflect intentions, New Oscott Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the cost of educational activities for their children.

As a minimum, children at New Oscott Primary School and families in receipt of Income Support and the previously mentioned benefits in Residential

activities are exempt from all charges, but their families may make a voluntary contribution if they wish. Teachers will ensure that these children are not publicly identified and stigmatised. This will be accomplished by developing methods of collecting the contributions via an appointed person, possibly a clerical assistant, rather than by the class teacher

If insufficient funds are received to make visits viable then they may have to be cancelled. In this case all voluntary contributions will be returned.

Approved by FINANCE AND STAFFING COMMITTEE

Date:

Signed:

**REVIEW DATE:            September 2017**