



OWLER BROOK PRIMARY SCHOOL CHARGING & REMISSIONS POLICY

Plan Administration

Version	1
Date	25th October 2018
Responsibility for the Plan	Heads' of School
Approved by	Finance and Staffing Governors
Date of review	October 2019

CHARGING AND REMISSIONS POLICY

This guidance has been written to provide at-a-glance information and complements the information given in “A Guide to the Law for School Governors” (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

The Governing Body of Owler Brook recognises the valuable contribution that the wide range of additional activities, including day visits, clubs and residential experiences, can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Definition

The school day is defined as: 8:50 am – 3:20pm.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

General

The school provides all the books and equipment necessary to study the school's curriculum. From time to time, children are given the opportunity to enrich this learning and to take part in extra curricular activities, for which either a charge is made, or a voluntary contribution requested from parents. We would be unable to provide these activities without the willingness of parents to make such voluntary contributions towards the cost. In particular, residential visits would not go ahead if insufficient voluntary contributions are made.

School Visits

We often arrange visits for the children in connection with the theme they are studying. Some of these visits are local and cost very little whilst others are further afield. Whenever we organise such a visit, we request that parents make a voluntary contribution towards the cost. If insufficient contributions are pledged, we may be unable to continue with the visit. Families who do not meet the remissions criteria but who are experiencing financial difficulty can approach the Headteacher in confidence to discuss paying in instalments.

Minibus

Travel in the school mini-bus is often free, as expenses maybe covered by the School Fund. For longer journeys families will be asked to contribute towards the cost of fuel.

A charge will be added to visits where the school minibus is used to supplement coach hire or is used in addition to further minibus hire.

Residential Visits

We endeavour to provide the opportunity of residential visits for all our KS2 pupils. If a parent of a child has difficulty in paying, then they are invited to contact the Headteacher in confidence. Prior to the visit all parents are given the opportunity to pay for the visit in instalments. Due to the higher costs involved in residential visits, the visit would need to be cancelled if insufficient voluntary contributions were received

Special Events in School

Each year we enrich the school curriculum with special events such as in- school theatre performances and visiting poets, authors and artists. We usually ask for a voluntary parental contribution towards the cost of such events.

Charging in Kind

As part of the curriculum, we sometimes ask for payment towards the cost of materials, ingredients, equipment (or the provision of them by parents) for example baking. The Governing Body reserve the right to charge for ingredients and materials, or require them to be provided, if the parents have indicated in advance that they wish to own the finished product.

Lost Items, Damage

Parents are expected to replace or pay for lost items of school equipment or books. Parents will be charged for wilful damage carried out by their child to the school building, furniture or other property.

Calculating Costs

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge **cannot include the cost of alternative provision for those pupils who do not wish to participate**. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

REMISSION

The Governing Body may wish to remit in full or in part, the cost of activities for particular parents, for example, in the case of family hardship e.g. families in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- 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 (Financial Year 2013/14);
- the guarantee element of State Pension Credit
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

When arranging a chargeable activity such parents are invited to talk to the Headteacher in confidence to discuss the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for any such remission.