

Ocker Hill Infant and Nursery School



Charging and Remissions Policy

Name of School:	Ocker Hill Infant School
Date of Policy:	October 2018
Co-Ordinator:	Heidi Faulkner
Policy Consultation:	Finance
Review Date:	October 2019

Introduction

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

Aim

The aim of this policy is to set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. It also sets out those activities for which charges will not be made.

Responsibilities

The Governing Body

The Governing Body of the School are responsible for determining the content of the policy and for monitoring the implementation.

The Head Teacher

The Head Teacher is responsible for ensuring staff are familiar with the charging and remissions policy and that it is being applied consistently.

Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

Staff

All staff are responsible for implementing the charging and remissions policy consistently and notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Parents

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

Voluntary Contributions

Parents will be asked for a voluntary contribution for:

- the cost of some activities during school time such as visitors/theatre groups that enrich the curriculum. School will cover part of the cost of these curricular events to keep costs to a minimum.
- Healthy snacks provided each day

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.
- However, once a voluntary contribution has been made, the contribution will only be refundable under exceptional circumstances.
- Where there are insufficient contributions to cover costs, the school will endeavour to cover the costs from other budget sources. However, the school does reserve the right to cancel the trip in such circumstances in which case the voluntary contributions received will be refunded

Charges

Parents will be charged for:

- the cost of any residential school visit including board and lodging on (not to exceed the costs) and travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs.
- Schools and local authorities can also charge for any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.

Prohibition of Charges

The Governing Body of the School recognise that charges cannot be made for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 religious education;

- tuition for pupils learning to play musical instruments 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;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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 religious education;
- supply teachers to cover for those teachers who are absent from school
- accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip. A voluntary contribution will be requested to cover costs of transport where necessary.

Publication of Information

A summary of this policy will be included on the School Website which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Remissions

Children whose parents are in receipt of the following support payments will be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

Sales items

The school has available a range of items available for purchase:

- **School uniform.** Children are expected to wear clothing that conforms to the school colours. Garments with the school logo are available for purchase. Uniform may be purchased from other sources. These will not have the school logo but are perfectly acceptable if they conform to the school colours.

- **Book bags.** Pupils will be provided with a plastic book bag at the start of each academic year. Replacements may be purchased from school if needed. Material bags with the school logo can also be purchased from the school
- **Water Bottles.** All pupils will be provided with a water bottle when they start school and at the start of each academic year. Replacement water bottles and lids may be purchased from school if needed. The school has these available for purchase.