



## Orchard Fields Community School

### Policy Statement

#### Charging for and remissions for school activities

Orchard Fields Community school believes that all our pupils should have equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions 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.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

**1. The policy identifies activities for which:**

- **charges will not be made**
- **charges will be made**
- **charges may be waived**

**2. Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

***The Law says:***

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

**3. No charges will be made for**

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
2. Education provided outside school hours if it is part of the National Curriculum.
3. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
4. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

**4. Activities for which charges may be made**

**a) Activities outside school hours**

Non-residential activities 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).

**b) Residential activities**

Residential trips deemed to take place outside school time.

**c) Music tuition**

Additional music tuition provided by the peripatetic music service.

**d) Nursery fees**

Additional nursery hours provided above the statutory 15 free nursery hours unless eligible for the 30 hours childcare entitlement from September 2017

**e) Early Birds Breakfast Club**

Early Birds Breakfast Club from 7.30am to 8.15am is chargeable. Our Breakfast Club from 8.20 is free for all pupils

**f) The Orchard Wrap Around Care**

The Orchard Wrap around care from 3.15pm to 6pm is chargeable in advance.

**g) The Holiday Club**

The Holiday Club runs during the holidays from 8am to 6pm and is chargeable in advance.

When any trip is arranged parents will be notified of the policy for allocating places.

**It is the policy of Orchard Fields Community school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.**

<b>Activity or thing which will or may be charged for</b>	<b>Notes</b>	<b>Remitted or help available</b> (enter your school decision here).
Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them.</i>	Eg. A book folder.	

Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission (see below)
Charges will be made for additional nursery hours provided above the statutory 15 free nursery hours unless eligible for the 30 hours childcare entitlement from September 2017	Nursery hours will be charged at an agreed rate per hour which will be reviewed annually	
Charges will be made for Early Birds Breakfast club	Early Birds Breakfast Club will be charged at an agreed rate per hour which will be reviewed annually	
Charges will be made for The Orchard Wrap Around Care	The Orchard Wrap Around will be charged at an agreed rate which will be reviewed annually	
Charges will be made for The Holiday Club	The Holiday Club will be charged at an agreed rate which will be reviewed annually	

## 5. Remissions

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 may be offered at a reduced or no charge.

## 6. Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Parents in receipt of <ul style="list-style-type: none"><li>• Income Support</li><li>• Income-based Jobseekers Allowance</li><li>• Support under part VI of the Immigration and Asylum Act 1999</li><li>• Child Tax Credit provided that Working Tax Credit is not included and that the "annual income for Tax Credit purposes", is within the guidelines set for the financial year.</li><li>• Guaranteed State Pension</li></ul>
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Additionally parents may claim help with some costs where there are other circumstances which might prevent a child being able to access the activity.

## 9. Additional considerations

The governing body of Orchard Fields Community School recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Reviewed: March 2018

Next review: March 2019