



Oreston Community Academy

Charging and Remissions Policy for Academy Activities

Date Reviewed by the Governing Body: Spring 2022

Next Review date: Spring 2025

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Oreston Community Academy Charging and Remissions Policy



Charging and Remissions Policy for School Activities

Education Act 1996 (section 449-462)

Introduction

The following statement has been agreed by the Governors of this Academy:

The Governors of this Academy recognise the valuable contribution that additional activities can make towards pupils' personal and social education.

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the DFE guidance and complements the school's Finance and Curriculum policies.

Definition

The school day is defined as:

	Nursery	Foundation	Key Stage 1	Key Stage 2
Soft Opening		8.40am-9am	8.40am-9am	8.40am-9am
Morning	9am-12pm	9am-12pm	9am-12pm	9am-12.15pm
Afternoon	12pm-3pm	12pm-3.10pm	1-3.20pm	1.15-3.20pm

The midday break does not form part of the school day.

Responsibilities

- The Headteacher will ensure that staff are familiar with and correctly apply the policy.
- The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will normally make a charge.

The Governors reserve the right to ask parents to pay for the cost of replacing broken windows or defaced, damaged, lost schoolbooks or other items where this is the result of the pupil's inappropriate behaviour.

Voluntary Contributions

The school or governing body can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, such as school trips etc, will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made, the activity/trip may be cancelled.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents/carer either unable or unwilling to pay.

Education Partly During the School Day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged, parents/carers will be told how the charges were calculated.

Residential Activities

Charges will be made for board and lodging, except for pupils whose parents/carers are in receipt of eligible benefits.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents/carers will be told how the charges were calculated.

The Oreston Community Academy policy provides for remission for charges in part or whole in the following areas:

- When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging: where the residential trip concerned takes place during school hours or where it forms part of the syllabus for a prescribed public examination or part of the National Curriculum.
 - ❖ Universal Credit – from 1 April 2018 provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods
 - ❖ Income Support (IS)
 - ❖ Income-based Jobseekers Allowance (IBJSA)
 - ❖ Income-related Employment and Support Allowance (IRESA)
 - ❖ The guaranteed element of Pension Credit
 - ❖ Support under Part VI of the Immigration and Asylum Act 1999
 - ❖ Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190)

During the coronavirus (COVID-19) outbreak, free school meal eligibility will **temporarily** include some children of groups who have no recourse to public funds (NRPF). These groups are:

- ❖ Children of Zambrano carers.
- ❖ Children of families with no recourse to public funds with a right to remain in the UK on ground of private and family life under Article 8 of the European Convention on Human Rights.
- ❖ Children of families receiving support under Section 17 of the children Act 1989 **who are also** subject to a no recourse to public funds restriction.

The most up to date information can be found here:

<https://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability/freeschoolmeals>

Optional Activities Outside of the School Day

We may charge for optional, extra activities provided outside of the school day, for example sports clubs, theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Where we wish to charge, we will tell parents/carers in advance. Where specific funding has been received to support particular activities, we will subsidise the charge to the extent permitted by the funding.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.

Charges will only be made if the teaching is not an essential part of the National Curriculum.

In cases of hardship, the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Special Circumstances

The governors will in certain situations take a sympathetic view towards families suffering hardship who are not covered by the 'Remission' policy as stated above. Each situation will be judged on merit and will be treated in the strictest confidence.

All applications for support / special consideration should be made direct to the Office Manager or Headteacher in the first instance.

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