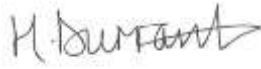


The James Oglethorpe Primary School



Charging and Remissions Policy

Policy Review Date	March 2021
Date of next Review	March 2022
Delegated to Headteacher	
Signed: 	Date: 15th March 2021

Principles:

This policy is written with due consideration to the DfE Guidance document...

'Charging for school activities' - Departmental advice for governing bodies, school leaders, school staff and local authorities (October 2014)

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Main Points:

- School governing bodies and local authorities, subject to the limited exceptions referred to in this advice, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed on page 9 of this document of the support available to them when being asked for contributions towards the cost of school visits.

In all cases concerned with Charging and Remissions the Governing Body will have due regard for the 'Legal Framework' contained in the above mentioned document and to the Havering advice (attached).

1. Music Tuition

From September 2016 all tuition in playing a musical instrument, or vocal tuition lessons will be brokered direct with Havering Music School (HMS) by parents.

Remissions

The Pupil Premium Policy allows for the remission of HMS charges where pupils are considered 'Ever6' and where parents have expressed an interest for their child to take lessons with HMS.

2. Day Visits and Workshops

Costs

The cost of day visits or workshops will be met by voluntary contributions from parents. (Costs will be broken down and itemised for parents' information.) Where there are not enough voluntary contributions to make the activity possible the School Budget will make up the difference if the shortfall is less than the cancellation fees.

Remissions

The Pupil Premium Policy allows for the remission of any requested contributions where pupils are considered 'Ever6' and where parents have expressed an interest for their child to take part in the visit.

Materials and Ingredients

Charges/Contributions

Parents will be required to pay for, or supply, materials and ingredients if they have indicated in advance a wish to own the finished product. Under certain circumstances a voluntary contribution will be requested to cover general costs rather than a charge made to cover individual items.

Remissions

There will be no remissions in this case, save that parents may choose not to pay for and own the finished product.

3. Residential Visits

For residential activities taking place largely during school time or which meet the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel.

Charges

Charges will be levied to cover the cost of board and lodging in all cases (except where remissions are appropriate – see below), and to cover other costs in the case of any activities which are deemed “optional extras”.

(The following notice only applies to those trips that are largely in school time and are essential for schools to meet the requirements of the national curriculum, or a syllabus for an approved examination)

Remissions

For activities which have been approved by the Authority, parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging: (that includes children considered to be Ever6)

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

NB: Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

5. Breakfast Club

The school provides the services of a Breakfast Club between the hours of 7.30am and 8.40 am. This meets the definition of an 'extended day service offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)' according to the DfE Guidance.

For this reason Governors are at liberty to levy a charge. The current charge is £3.50 per session and must be paid in advance.

Remissions

The Pupil Premium Policy allows for the remission of Breakfast Club charges where pupils are considered 'Ever6' and where parents have expressed an interest for their child to take part in Breakfast Club.

NB: Charges

Charges (Or indeed voluntary contribution requests) levied for any of the above must not exceed the actual cost of the activity.

Profit Thresholds

Should the school inadvertently make a profit on an activity, which exceeds £5 per participating pupil a refund will be made to parents/carers who have contributed.