



## CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES

### Statutory Policy

Reviewed by:	Strategy and Resources Committee
Date Review completed:	February 2016
Next Review	February 2019
Member of Staff Responsible	Headteacher
Governor Responsible	Chair of Strategy and Resources

Chipping Norton School recognises the importance of providing enriching experiences to children's learning. All our students should have an equal opportunity to benefit from activities and visits, both curricular and extracurricular.

The charging and remissions policy aims to ensure we offer a good range of visits and activities and to minimise the barriers which may prevent some pupils taking full advantage of the opportunities.

This policy identifies activities for which:

- voluntary contributions are required
- charges will not be made
- charges will be made
- charges may be waived

#### 1. Voluntary contributions

At Chipping Norton School we will 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.

#### 2. No charges will be made for:

- An admission application to any state funded school – paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) or outside school hours if it is part of the National Curriculum or part of a prescribed public examination.
- Entry for a prescribed public examination, if the student has been prepared for it at the school. If a student fails, without good reason, to meet any examination requirement for a syllabus a charge may well be made.
- 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
- Supply teachers to cover for those teachers who are absent from school accompanying students on an activity.
- Transport provided in connection with an education trip.

### 3. 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.

#### b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However students whose parents are in receipt of certain benefits may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time.

#### c) Music tuition

Music tuition for individuals or groups of students

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

**It is the policy of Chipping Norton School that charges will or may be made as indicated below. Parental agreement will be obtained before a charge is made.**

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost of provision

<b>Activity or item which will or may be charged for</b>	<b>Notes</b>
Charges for any materials, books, instruments, or equipment, where a parent wishes their child to own them	e.g. a clay model – a charge to cover the cost of the clay
Charges for music tuition	e.g. musical instrument tuition where the tuition is an optional extra for an individual group of up to four students
Charges for the board and lodging component of residential trips	The charge will not exceed the actual cost
Charges for entry for a public examination	When a student fails without good reason, to meet examination requirements for a specification, or where the student is not being specifically prepared for the examination at the school (eg re-sit examinations following study at home or independent of the school).

### 4. Activities where some or all of the charges may be waived

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 will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

### 5. 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.

#### Category A

Parents in receipt of Free School Meals and/or Income Support

#### Category B

Parents not falling into Category A who may have particular short or long term financial difficulties. This will be discussed with individual parents as appropriate.

**Additional considerations**

The governing body 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.

1. Where possible we shall publish a list of visits at the beginning of the school year so that parents can plan ahead
2. We have an established system for parents to pay instalments.
3. 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
4. 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.

Agreed by Strategy and Resources committee