



## CHIPPING NORTON SCHOOL

# Charging and Remissions for School Activities policy (STATUTORY)

<b>Date reviewed:</b>	<b>June 2021</b>
<b>Next review:</b>	<b>June 2024</b>
<b>Member of staff responsible:</b>	<b>Business Manager</b>
<b>Committee:</b>	<b>Resources Committee</b>

### Purpose of the policy

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 policy identifies activities for which:

- voluntary contributions may be requested
- charges will be made
- charges will not be made
- charges may be waived

### Legislation and guidance

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. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association and is in line with the government advice (Charging for school activities) published in May 2018. The review date for this policy is recorded on the front of this policy.

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.

### Definitions

- Charge: a fee payable for specifically defined activities.
- Remission: the cancellation of a charge, which would normally be payable.

## Roles and Responsibilities

The Trust Board: is responsible for approving the Trust's charging and remissions policy. The Trust board also has overall responsibility for monitoring the implementation of this policy and approves this Part A. Responsibility for approving the local charging and remissions policy (Part B) has been delegated to each school's Local Governing Body. Monitoring the implementation of this policy has been delegated to each school's Local Governing Body.

The Local Governing Body: is responsible for approving the local charging and remissions policy (Part B), ensuring it is aligned to the RLT Part A policy, and for monitoring the implementation of the policy in their own school.

Headteachers: are responsible for ensuring staff are familiar with the charging and remissions policy and that it is being applied consistently.

- Staff: are responsible for implementing the charging and remissions policy consistently and for notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The school will provide staff with appropriate training in relation to this policy and its implementation.
- Parents: are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## Charges may be made for

### Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

## Optional extras

Each school within the River Learning Trust will have an individual policy (Part B) identifying procedures for optional extras, including residential trips and activities which can be charged for.

## Activities outside school hours

Residential and non-residential activities (other than those listed above) 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).

## Residential visits during school hours

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

## Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils. Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

When any trip is arranged, parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.
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### Voluntary contributions

Separately from the matter of charging, schools may also seek voluntary contributions in order to offer a wide variety of experiences to pupils and to fund activities during school hours which would not otherwise be possible. 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.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

### Remissions

In order to remove financial barriers from disadvantaged pupils, the Trust agrees 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.

Individual school policies (Part B) set out any other local circumstance(s) in which charges will be waived.

### Remissions for residential visits

Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of who qualifies for this is available on the government website: <https://www.gov.uk/apply-free-school-meals>

## Part B Chipping Norton School Charging & Remissions

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 and are regarded as 'optional extras' (with the exception of board and lodging for residential trips) will incur charges that will not exceed the actual cost of provision.

### Activities may include:

- Charges for materials, books, instruments or equipment where a parent wishes to own them (such as a charge for clay to make a model)
- Charges for music tuition (such as a charge for tuition where the tuition is an optional extra)
- Charges for board/lodging for residential trips (the charge will not exceed the cost)
- Charges for entry for a public examination (if without good reason, a student fails to meet examination requirements for a specification, or where the student is not being specifically prepared for the examination at the school (such as a resit examination following at home or independent of the school)

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

In order to remove financial barriers from disadvantaged pupils, the Local 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.

Families qualify for remission or help with charges

### Category A

Parents in receipt of Free School Meals and/or Income Support / Universal Credit / Income based job seekers / Income related employment and support / Support under part 6 of the Immigration and Asylum Act 1999, the guarantee element of pension credit / Working tax credit / Child tax credit with an annual income no more than £16,190.

### 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.

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