



Statutory

Charging and Remissions Policy

Aims

At Oak Green School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

Therefore we aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Educational Visits

Educational visits make a valuable contribution to pupils' education and development. It is widely accepted that they; raise achievement by boosting self-esteem and motivation, develop key skills, support the curriculum and learning in a range of subject areas, develop social education and citizenship and promote health and fitness. The governors and staff of Oak Green School are committed to providing a wide range of educational opportunities including visits offsite and residential to extend and enrich learning experiences.

Voluntary contributions

Schools may invite parents and carers to make a voluntary contribution for the benefit of the school or in support of any activity organised by the school, either in or outside school hours to cover costs. All contributions are voluntary and not compulsory and there is no obligation to make any contribution. If insufficient voluntary contributions are raised to fund a visit, then it will have to be cancelled. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others. There is no limit on the amount of any voluntary contribution nor is there any restriction on the use of contributions. The costs and means of funding any visit or activity will be made available to parents on request.

Residential Educational Visits

Residential visits provide opportunities for pupils to experience a range of challenges that can contribute significantly to their personal development. Such visits encourage the development of essential life skills such as teamwork, leadership trust and respect. The school has to make a commitment in advance in order to book places on residential visits and any deposit received from parents will be non-refundable. The school can charge for board and lodging for residential visits and the remainder of any costs will be met by voluntary contributions. If insufficient voluntary contributions are raised, then the residential visit will be cancelled. If parents are experiencing financial difficulty they are invited to speak in confidence to the Head teacher to make individual arrangements.

Extended Services

Our before and after school club provision is run by the Ofsted registered S4A. Parents book and pay directly through them. They have a very strict debt policy in place and ask parents to read it carefully before committing to the provision, as arrears could mean the child loses the place in the club.

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided; a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - or c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Families who may be in financial difficulty or who have more than one child in a year group are encouraged to speak to the school as early as possible where payments for residential visits or optional extras are expected. It may be that the school can facilitate some support or arrangements can be made so that children are able to fully participate in all activities.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum.

Swimming

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place. Children in Years 5 and 6 may also have catch-up sessions as necessary.

Breakages or damage to school premises or equipment

The school will ask parents to pay for damage to school property or equipment where this is a result of the pupil's behaviour.

Lettings

The school makes its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by Governors. (See Lettings policy)