

Oak Field School

Charging and Remissions Policy

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1 Aims

Oak Field School aims 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2 Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3 Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4 Roles and responsibilities

4.1 The Governing Body

- The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. It has delegated this to the Finance and General Purposes committee.
- The Governing Body also has overall responsibility for monitoring the implementation of this policy. It has delegated this to the Finance and General Purposes committee.

4.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- 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.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5 Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The school's curriculum
 - Religious education

5.2 Transport

Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The school's curriculum
 - Religious education

6 Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

Any materials, books, instruments or equipment, where the pupil's parent wishes their child to own them

Optional extras (see section 6.2)

Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The school's curriculum
- Religious education

Board and lodging for a pupil on a residential visit

Extended day services offered to pupils (such as after-school clubs)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7 Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips (eg visits which include an entrance fee, theatre visits, farm visits, ice skating)

Parents whose children are in receipt of Free School Meals will be asked for a voluntary contribution of 50%

There is no obligation for parents to make any contribution, and no pupil 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.

8 Activities we charge for

The school will charge for the following activities:

- After school clubs which include a significant cost of materials (eg cooking club - ingredients)
- Saturday morning pool fun club (staff support)
- Family Fun events out of school hours (eg Fireworks Night, Family Fun Day (public liability insurance))
- School residentials (board and lodging)

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed in March each year. Parents will be informed of the charges for the coming year in September each year.

9 Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy.

This will be at the discretion of the Governing Body and will depend on the activity in question.

9.1 Remissions for residential visits

Parents whose children are in receipt of Free School Meals will be exempt from paying the full cost of board and lodging for residential visits, and will be asked to pay 50%

10 Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the headteacher every year

At every review, the policy will be approved by the Finance and General Purposed committee

Reviewed: November 2023