



Policy on charging for and remissions for school activities

Checkendon school believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

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. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

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

2. Voluntary contributions

Separately from the matter of charging, the school may always 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 states:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to on the visit.

3. No charges will be made for

- a) An admission application to any maintained school
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- c) Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- d) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- f) Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
- g) Education provided on any trip that takes place during school hours;
- h) Education provided on any trip that takes place outside school hours
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education;
- i) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- j) Transport in respect of sporting events.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may / will be made.

4. Charges will be made for

Residential and non-residential trips. It is the policy of the school that charges will be made in respect of the cost of transport, food and accommodation for residential and non-residential trips. The charge will not exceed the actual cost.

5. Remissions

In order to remove financial barriers from pupils, the Governing Body has agreed that the school will meet up to half of the cost of day or residential trips for children in respect of whom the school receives Pupil Premium Grant (see also the Pupil Premium Policy).

In cases of exceptional hardship, and at the discretion of the Governing Body, the school may provide further assistance with the cost of day or residential trips.

6. 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:

- Class curriculum newsletters are published 3 times a year. Where possible, these include planned visits.
- We have established a system for parents to pay in instalments
- 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
- 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.

Policy Agreed by the Governing Body on 28 January 2019

Signed **Chair of Governing Body**

Review Date: January 2020

This policy is based upon OCC's model policy:

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/governorservices/ModelPolicychargingandremissions.doc>