



## **OMBERSLEY ENDOWED FIRST SCHOOL**

### **CHARGING & REMISSIONS POLICY**

#### **Background**

The legal framework relating to charging, voluntary contributions and remissions is set out in sections 449-462 of the Education Act 1996. The basic principle governing the making of charges is that no charge shall be made for the provision of education to a registered pupil at a maintained school during school hours. There are, however, a number of specific exceptions to this general rule which are set out in the following paragraphs.

#### **1. Introduction**

- 1.1 At Ombersley all the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of any individual or small-group music tuition.

#### **2. Voluntary Contributions**

- 2.1 The Governing Body may request voluntary contributions "for the benefit of the school or any school activities". When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. There is no obligation to make a contribution and pupils will not be treated differently according to whether or not a parent has made a contribution. However, if we do not receive sufficient voluntary contributions, we may cancel a trip or activity. If a trip goes ahead, it may include children whose parents have not paid any contribution.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as "optional extras". This list is not exhaustive:
  - Visits to museums or sites;
  - Sporting activities which require transport expenses;
  - Outdoor adventure activities;
  - Visits to or by a theatre company
  - Musical events;
  - Wider opportunities music tuition as agreed by parents.

#### **3. Residential visits**

- 3.1 A "residential trip" is any trip arranged for registered pupils at a maintained school which requires pupils taking part to spend one or more nights away from their usual overnight accommodation.
- 3.2 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make a charge for the education or travel expenses but voluntary contributions are requested. However, we do suggest a charge to cover the costs of board & lodging, although parents who receive state benefits (income support, working families tax credit, jobseekers allowance or disabled person's tax

credit) are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

- 3.3 If less than half the activity and travelling time is in school hours all the activity is deemed to take place out of school hours and therefore charges may be made. Nevertheless, no charge may be made for education except by agreement with the pupil's parent, usually via a signed consent form prior to the trip.
- 3.4 Charges may be made for transport connected with any form of education other than that provided, to enable a pupil to meet any examination or examination syllabus requirement. Therefore, for example less than half of a residential trip (and connected travelling time) were to take place outside school hours and did not fall within one of the exceptions relating to examinations etc., a charge could be made for the transport necessary for that trip. These charges are agreed with the pupil's parent.

#### **4. Music tuition**

- 4.1 All children study music as part of their normal school curriculum. We do not charge for this.
- 4.2 We do not currently have small group or individual peripatetic music tuition at Ombersley. However, there would be a charge for individual or small group tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. We would need to make a charge for these lessons, but parents in receipt of state benefits are exempt from payment.

#### **5. Swimming**

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the national Curriculum. We make no charge for this activity, but we may ask for a voluntary contribution for parents to cover the cost of the transport. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

#### **6. Clubs**

- 6.1 The school offers additional clubs after school through our After School provision 'Woodpeckers ASC' at a charge of the normal hourly rate for After School Care. These are sometimes offered by an outside provider, who is not a member of the school staff, and who runs and organises these sessions.
- 6.2 Cookery is organised by staff and sessions may take place during school time as an enrichment to the normal school curriculum. A small charge may be made to cover ingredients.

#### **7. Volunteers**

- 7.1 Volunteers are essential to the running of many of the activities within school. As a way of thanking them, small gifts may be purchased from the School Fund account using money received from sources other than parental contributions, e.g. photograph commission.

#### **8. Friends Association**

- 8.1 OEFS Friends Association raises money for additional equipment and resources for school through a variety of events throughout the year. The Friends Association Committee meets regularly each half term to plan fund raising events and allocate money for resources.

#### **9. Ombersley Endowed First School Pre-School**

- 9.1 All Pre-School children over the age of 3 are entitled to 15 funded hours per week. These funded hours cannot be carried over. Pre-School pupils aged 3 and over may be entitled to an additional 15 hours funded per week depending on eligibility. This is applied directly through HMRC website. Chargeable sessions are invoiced on a monthly basis, to be paid within 28 days of the dated invoice. Should payment not be received within this time, parents will not be able to purchase anymore sessions until payment has been made in full. **An administration charge of £20 are added to outstanding invoices.**

**A retention charge of £25 will be invoiced to parents who wish to reserve future places in Ombersley Endowed First School & Nursery. This will be refunded within the first month of the child starting at the Nursery.**

#### **10. Breakfast Club and Woodpeckers Club**

- 10.1 Breakfast club and Woodpeckers club are extended services that the school offers to parents. There are set charges for the sessions and parents have the choice of booking in advance or contacting the office during the day to book a session. Parents are invoiced on a monthly basis, to be paid within 28 days of the dated invoice. Should payment not be received within this time, parents will not be able to continue with the services until payment has been made in full. **An administration charge of £20 is added to outstanding invoices.**
- 10.2 Late collection fine will be added to child's bill to cover the cost of staff staying late. This charge will be no less than £30 (approx. cost of 2 staff per half hour of late collection). A letter will be sent to parent the following day advising them of this fine.
- 10.3 Staff who wish to use either Breakfast Club or Woodpeckers Club are to be charged £2.00 per session per child.

#### **11. Holiday Club**

- 11.1 Holiday club may take place for approx. 1 week during the summer holiday. The cost per day will be £25 per child. A discount will apply for a full week's holiday care and for siblings.
- 11.2 Late collection fine will be added to child's bill to cover the cost of staff staying late. This charge will be no less than £30 (approx. cost of 2 staff per half hour of late collection). A letter will be sent to parent the following day advising them of this fine.
- 11.3 An administration charge of £20 will be added to outstanding invoices.

#### **12. Monitoring and review**

- 12.1 This policy is monitored by the Governing Body, and will be reviewed every two years or earlier if necessary as and when circumstances change

Adopted by Full Governing Body on

Signed Headteacher \_\_\_\_\_ Dated \_\_\_\_\_

Signed Chair of Finance Committee \_\_\_\_\_ Dated \_\_\_\_\_

Signed Chair of Governors \_\_\_\_\_ Dated \_\_\_\_\_

Amended: September 2019

To be reviewed: September 2020