



## 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

3.1.1 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 any of the state benefits listed below 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.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

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 and make a small charge for these clubs. 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. Parents may be asked to supply the ingredients for these activities or a small charge may be made to cover ingredients.

#### **7. Friends Association**

7.1 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.

## 8. Ombersley Endowed First School Preschool

- 8.1 All Preschool children are entitled to 15 funded hours per week. These funded hours cannot be carried over. Chargeable sessions are invoiced on a monthly basis in advance, to be paid within 30 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 for late payments of £20 will be added to outstanding invoices over our 30 days payment terms.**
- 8.2 A retention charge of £25 will be charged to parents who wish to reserve future places in Ombersley Endowed First School Preschool. This will be refunded within the first month of the child starting at the Preschool.

## 9. Breakfast Club and Woodpeckers ASC Club

- 9.1 Breakfast club and Woodpeckers club are extended services that the school offers to parents of Preschool children up to age 4. There are set charges for the sessions, all required sessions to be booked and paid for in advance each half term. Parents must give at least 48 hours' notice of a booking by contacting the school office. No refund will be given for cancelled sessions unless the school receive 48 hours' notice of the cancellation, or if the session is cancelled by the school. **An administration charge for late payments of £20 will be added to outstanding invoices over our 30 days payment terms.**
- 9.2 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.
- 9.3 Staff who wish to use either Breakfast Club or Woodpeckers Club are to be charged £2.00 per session per child.

## 10. Holiday Club

- 10.1 Is provided by Scooters Play Club and is offered to pupils from Reception class up to Year 4 inclusive. All bookings to be made directly with them on 07588 627801.

## 11. Monitoring and review

- 11.1 The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher, for our school this responsibility has been delegated to **The Finance Committee**. The governing board also have overall responsibility for monitoring the implementation of this policy but has delegated this to the **School Business Manager**. The policy will be reviewed annually or earlier if necessary, as and when circumstances change. At every review the policy will be approved by the governing board.

Adopted by Full Governing Body on

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

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

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

Amended: November 2021

To be reviewed: November 2022