

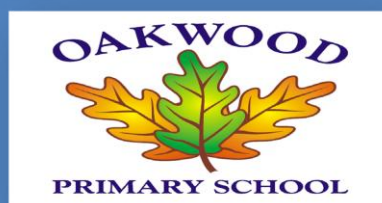


Gardners Lane & Oakwood Federation

CHARGING AND REMISSION POLICY

APPROVED SEPT 26

REVIEW SEPT 27



GARDNERS LANE AND OAKWOOD FEDERATION

CHARGING AND REMISSIONS POLICY

INTRODUCTION

The schools wish to provide all pupils the best possible educational opportunities available within the funds allocated by the Local Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The School's aim is to keep financial contributions to a reasonable minimum and to ensure as far as possible, all children, are able to take part in activities, irrespective of their circumstances.

*Parent – in the case of the word parent, we mean any main care provider to the child

Education during school hours

DfE Charging activities 2018 states that “education provided during school hours must be free this includes materials, equipment and transport provided in school hours by school to carry children between school and an activity” it goes on to say “although schools cannot charge for school time activities, they can ask parents to make voluntary contributions”. When additional costs are incurred by Gardners Lane & Oakwood Federation to enhance the curriculum opportunities for the children, parents may be asked to make voluntary contributions. However, no child will be left out of an activity because their parent cannot or will not make a contribution.

Education out of school hours

DfE Charging activities 2018 states that “parents can only be charged for activities that happen outside the school hours when these activities are not necessary part of the National Curriculum or religious education. No charge will be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for activities that happen outside school hours if parents agree to pay”. The Education Act 1988 describes activities, which can be charged for as ‘optional extras’.

VOLUNTARY CONTRIBUTIONS

When organising school trips or visits which enrich the curriculum and educational experience of the children, the schools invite parents to contribute to the cost of the trip. Where trips are linked to the curriculum, all contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution; are paying over an extended period with an agreed payment plan or have received subsidy from funds allocated to providing this service. We do not treat these children differently from any others.

If a parent/carer wishes their child to take part in a school trip or event linked to the curriculum, 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 schools pay additional costs, in order to support the visit. If a trip or visit is not directly linked to the curriculum the school will work with parents and look to offer various means of payment to try to ensure that the trip is financially viable and that all children are able to access the trip.

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

On occasion the school will need to reserve places on trips well in advance, that are not linked to the curriculum, and in order to do this will request parents to declare their intention to participate via letter. Where declarations of interest are not received children will be entitled to education as normal at school.

There are also occasions when numbers for non-curriculum-based trips need to confirm numbers well in advance eg Panto Theatre Tickets. Whilst every effort will be made to accommodate children that arrive after this has been booked and paid for the school needs parents/carers to recognise this may not always be possible and children will be entitled to education as normal at school.

CALCULATING CHARGES

When charges are made for an activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not pay. Support for cases of hardship will come through School Funds.

REMISSIONS AND CONCESSIONS

The school, will give consideration, to the remission of charges to parents or carers who receive the following support payments:

- Universal credit (UC)
- Personal independence payment (PIP)

- Disability Living Allowance (DLA)
- Carers allowance (CA)
- Pension credit
- Immigration and Asylum Act

Children of families who receive these payments may also be entitled to free school meals. Parents/carers who are eligible for the remission of charges will be dealt with confidentially.

The Head Teachers will authorise the remission of charges.

The School may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Head Teachers.

RESIDENTIAL TRIPS

If the schools organise a residential visit in school time or mainly school time, which is to provide education directly related to the Curriculum, we do not make any charge for the educational element. However, we do make a charge to cover the costs of transport and other expenses. Residential activities not essential to the education provided at school will be charged for in full and children of parents who choose not to participate will continue to be educated at school at no cost to themselves.

Parents in receipt of the benefits highlighted in the 'Remissions' section should approach the Head Teacher or Pastoral Leader to discuss possible remissions. If a parent decides that their child will not take part in the residential once a booking has been made, and school is unable to obtain a refund from the residential provider School will be unable to reimburse the parent.

SWIMMING

The schools organise swimming lessons for all children in Key Stage 2. Qualified swimming instructors, (not members of school staff), coach these sessions and we ask for a small voluntary contribution towards these costs. These take place in school time and are part of the Curriculum. We inform parents/carers when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming lessons. There is a voluntary charge for swimming sessions and transport expenses to cover costs.

The Head Teachers are empowered to reduce or waive charges on parental/carer request where it is clear that otherwise the family would suffer severe financial hardship.

MALICIOUS DAMAGE

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents/carers, in order to replace/mend the damage that has been caused.

CHARGES

The Governing Body reserves the right to make charges for the activities and items detailed below:

- Trips which are not part of the school curriculum or outside the school day
- After school clubs and pre-school clubs
- Damage to school property – the cost of replacing the item, such as a broken window, lost book, damaged resource, where this is a result of a child's behaviour
- Visit to school by a professional e.g. Authors, musicians, story tellers, artists etc.
- Damage to school curriculum books (Reading scheme)