



Ormiston Cliff Park Infant and Ormiston Cliff Park Junior Academies

Charging and Remissions Policy

Approved by and date:

Next review date: **Spring 2020**

Last updated: March 2019

1. 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 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

2. Admissions

There is no charge for admissions.

3. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the schools, in conjunction with our caterer.

4. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits.

There is **no charge** for examinations that are not on the set list, but have been arranged by the school.

There is **a charge** of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school, or where the pupil is entered for examinations in the same subject with two examination boards (see **Optional extras under section 6**)

5. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 9**).

There is no charge for transport during school hours to school-organised activities, but voluntary contributions may be requested.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 6**)

- music or vocal tuition (**section 9**)

6. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education

Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school or where the pupil is entered for examinations in the same subject with two examination boards
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit
- breakfast and after-school clubs

The cost of optional extras

The schools, in conjunction with the Principal and Head of Schools, will decide when it is necessary to charge for optional activities. The charges, when determined, will be communicated to parents appropriately.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 13**).

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
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

7. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 5**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

8. Residential activities

We will not charge for:

- 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 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit, or the salary cost of the teachers themselves
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours

We will charge for:

Board and lodging - when any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see **section 12** for remissions).

Travel - travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities - the school may charge for residential activities that fall **outside** of school hours.

Calculating 'during school hours':

For residential visits, if the number of school sessions taken up by a visit is 50% or more of the total 'half days' spent on the visit, it is deemed to take place during school hours (even if some activities take place in the evening). The school day is required to be split into two sessions regardless of start and finish times. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

9. Music tuition within school hours

The schools follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

The schools are dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition; therefore, parents of pupils on free school meals are encouraged to apply for funding to cover the cost of charges made for music tuition within school hours.

10. Extended services

The schools are dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable the school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils

As such we will charge a nominal fee for breakfast and after-school clubs to cover the cost of staffing, lighting and heating etc. If a child does not attend a pre-booked session, the full fee will be charged in order to cover costs

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

11. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the schools may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, we may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head of Schools and dependent on the situation.

12. Remissions and concessions

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

- Income Support
- Income based Job-seekers Allowance
- Income related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children of families who receive these payments are also entitled to free school meals, and the schools may therefore choose to subsidise part or all of the payment of some charges for certain pupils. Where this is the case it will be made clear to the parents by the school.

Parents who are eligible for the remission of charges will be dealt with confidentially.

13. Voluntary contributions

The schools may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education, even where they take place within school hours.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Where a voluntary contribution has been made: -

- the total contribution will be refunded if a child is absent due to illness
- the total contribution will be refunded if the schools have to cancel an activity

- the excess contribution will be refunded if the total contributions exceed the total cost by over £5 per child

14. Inability or unwillingness to pay

The schools are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.
