



OAKWOOD PRIMARY SCHOOL

Charging and Remission Policy

The Governing Body of Oakwood Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Education Act 1996

In accordance with The Education Act 1996 the Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Day Trips

When organising school trips or events which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event or trip. If an event or trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. The cost of each trip/event is always carefully considered to ensure equal accessibility for all children.

Residential Trips

With regard to residential visits, an expression of interest will initially be sought in order to determine the potential costs involved and whether the visit will be able to go ahead. Once an expression of interest is received, it will therefore be expected that parents are willing to make the contribution required for any transport, activities, additional staffing and entrance fees as well as the fee for board and lodging.

Instrumental Music Lessons

All children study music as part of the normal school curriculum. We do not charge for this. Instrumental and vocal tuition, which takes place during or after the school day, subject to the parent/carer requesting the tuition is chargeable.

Instrumental and vocal tuition for some children may be free. Children entitled to Free School Meals may be eligible for remission of fees.

Swimming

The school organises swimming lessons for Key Stage 2 children as required by the National Curriculum. These take place in school time. We ask parents to make a voluntary payment for these lessons to cover the cost of specialist tuition and transport. We inform parents when these lessons are to take place. No child is excluded from these lessons because of an inability to pay.

Breakages and Lost or Damaged Books

Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to text books or library books, parents may be asked to pay a contribution to cover the whole or part of the cost.

Annual Contribution

The Governing Body may also ask parents for regular voluntary contributions towards the cost of materials, ingredients and equipment which are frequently used by the children in subjects such as Design and Technology, Science, or Art and Design. This voluntary contribution is currently £15.00 per pupil, or £30.00 per family per year.

Remissions

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body may offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. Application in this instance needs to be made to the Head Teacher.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence to apply for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

Refunds

If a journey or trip makes a surplus of 5% or more of the total cost of the trip the school will offer a refund to parents. Letters to parents, informing them of any journey or trip, will ask permission in advance of the journey to treat any surplus above 5% as a contribution to school funds to be used to purchase educational resources for the use of teachers and pupils.

If a child is unable to attend a day trip, swimming lesson, music lesson or activity due to sickness or other then no refund is payable.

If a child is unable to attend a residential trip due to sickness or other extenuating circumstance the deposit will not be refunded but the school may be able to make a claim under its offsite travel insurance policy for the balance.