



Overfields Primary School

Charging & Remissions Policy

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Overfields Primary School prides itself on delivering a broad and balanced curriculum that is greatly enriched through a wide variety of experiences. Many enrichment activities take place in school and some away from it. Some activities take place before and after school and some are residential visits. All activities are designed to ensure that learning is real, vibrant, motivational and exciting.

This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

This policy identifies activities for which:

- **charges will not be made.**
- **charges will be made**
- **charges may be waived**

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. Parents have a right to know how trips are funded and the school provides this information on request.

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

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

No child will be excluded from an activity because parents are unable to pay.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

No charges will be made for

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
2. Education provided outside school hours if it is part of the Notional Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;

3. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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;
4. Education provided on any trip that takes place during school hours;
5. Education provided on any trip that takes place outside school hours
 - a. if it is part of the National Curriculum, or
 - b. part of the school's basic curriculum for religious education;

Swimming

The school organises swimming lessons for key Stage 2 pupils. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when lessons are to take place and we ask for written permission for their child to take part.

Activities for which charges may be made:

a) activities outside school hours

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) residential activities

For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging costs of that trip. However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs in those circumstances.

For residential trips deemed to take place outside school time charges may be made (other than for those activities listed above).

c) Optional extras

Some activities are regarded as 'optional extras' and therefore voluntary contributions from parents may be requested. Charges will not exceed the actual cost (per pupil) of provision. The following list is not exhaustive:

- Music tuition. The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils
- Visits to museums
- Visits to a theatre / cinema
- Outdoor Adventure activities
- Sporting activities which require transport expenses

Remissions

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Parents who feel they have special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head teacher. The final decision with regard to assistance payments lies with the Head teacher.

9. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip