



## 1. Introduction

At Oughtibridge Primary School, we are committed to ensuring that all pupils have access to a broad and balanced curriculum and a wide range of educational experiences, regardless of financial circumstances.

The Governing Body recognises its responsibility to comply with the requirements of the Education Act 1996 and associated guidance relating to charging and remissions.

No pupil will be excluded from an activity because of an inability to pay.

## 2. Aims

This policy aims to:

- Clarify activities for which charges may or may not be made.
- Ensure transparency and consistency in charging arrangements.
- Support equal access to educational opportunities.
- Provide guidance on circumstances where charges may be reduced or remitted.

## 3. Activities for Which No Charge Will Be Made

The school will not charge for:

### Education During School Hours

- Education provided during school hours, including materials, books, equipment and transport provided as part of the curriculum.

## **National Curriculum Activities**

- Education provided outside school hours where it forms part of:
  - the National Curriculum;
  - a syllabus for a prescribed public examination;
  - religious education.

## **Collective Worship**

- Participation in acts of collective worship.

## **Educational Visits**

- Day visits and activities that take place during school hours, although voluntary contributions may be requested.

# **4. Voluntary Contributions**

The school may invite parents/carers to make voluntary contributions towards:

- Educational visits.
- Workshops and enrichment activities.
- Visiting theatre groups, authors or musicians.
- Curriculum enhancement projects.

Parents are under no obligation to contribute.

No child will be excluded from an activity because their parent/carer is unwilling or unable to contribute.

However, where there are insufficient voluntary contributions to make an activity financially viable, the school may cancel the activity.

# **5. Activities for Which Charges May Be Made**

The school may charge for:

## **Residential Visits**

The cost of board and lodging on residential visits, except where remission applies.

## **Optional Extras**

Activities that take place wholly or mainly outside school hours and are not part of:

- the National Curriculum;
- public examination requirements; or
- religious education.

Examples include:

- after-school clubs delivered by external providers;
- holiday activities;
- optional educational visits outside school hours.

## **Music Tuition**

Charges may be made for instrumental or vocal tuition provided to an individual pupil or a small group where the teaching is not required as part of the National Curriculum.

## **Damage or Loss**

The school may charge for the repair or replacement of equipment, books, resources or property that have been lost or damaged as a result of deliberate actions, vandalism or negligence.

# **6. Remissions**

The Governing Body may remit all or part of a charge where families are experiencing financial hardship.

Support may be considered for families in receipt of qualifying benefits, including those used to determine eligibility for Free School Meals.

Parents/carers who may require support should contact the Headteacher in confidence.

All requests will be considered sensitively and confidentially.

## 7. Lettings and Community Use

Charges for the hire of school premises will be determined separately in accordance with the school's Lettings Policy.

## 8. Refunds

If an activity is cancelled by the school, any payments made will normally be refunded in full.

Where a pupil is unable to attend an activity or visit after payments have been made, refunds will be considered on an individual basis and will depend upon costs already incurred by the school.

## 9. Responsibilities

### Governing Body

The Governing Body is responsible for:

- approving the Charging and Remissions Policy;
- monitoring its implementation;
- ensuring compliance with statutory requirements.

### Headteacher

The Headteacher is responsible for:

- implementing the policy consistently;
- determining individual remission arrangements where appropriate;
- ensuring parents are informed of any charges in advance.

## 10. Monitoring and Review

This policy will be reviewed every three years or sooner if changes to legislation or Department for Education guidance require it.

**Oughtibridge Primary School believes that all children should be able to participate fully in school life and educational opportunities, regardless of family circumstances.**