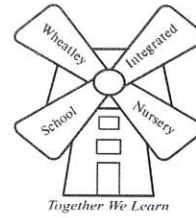




**John Watson School**



**Wheatley Nursery School**

# Charging and Remissions for School Activities Policy

A handwritten signature in black ink, appearing to read 'S Simmonds'.

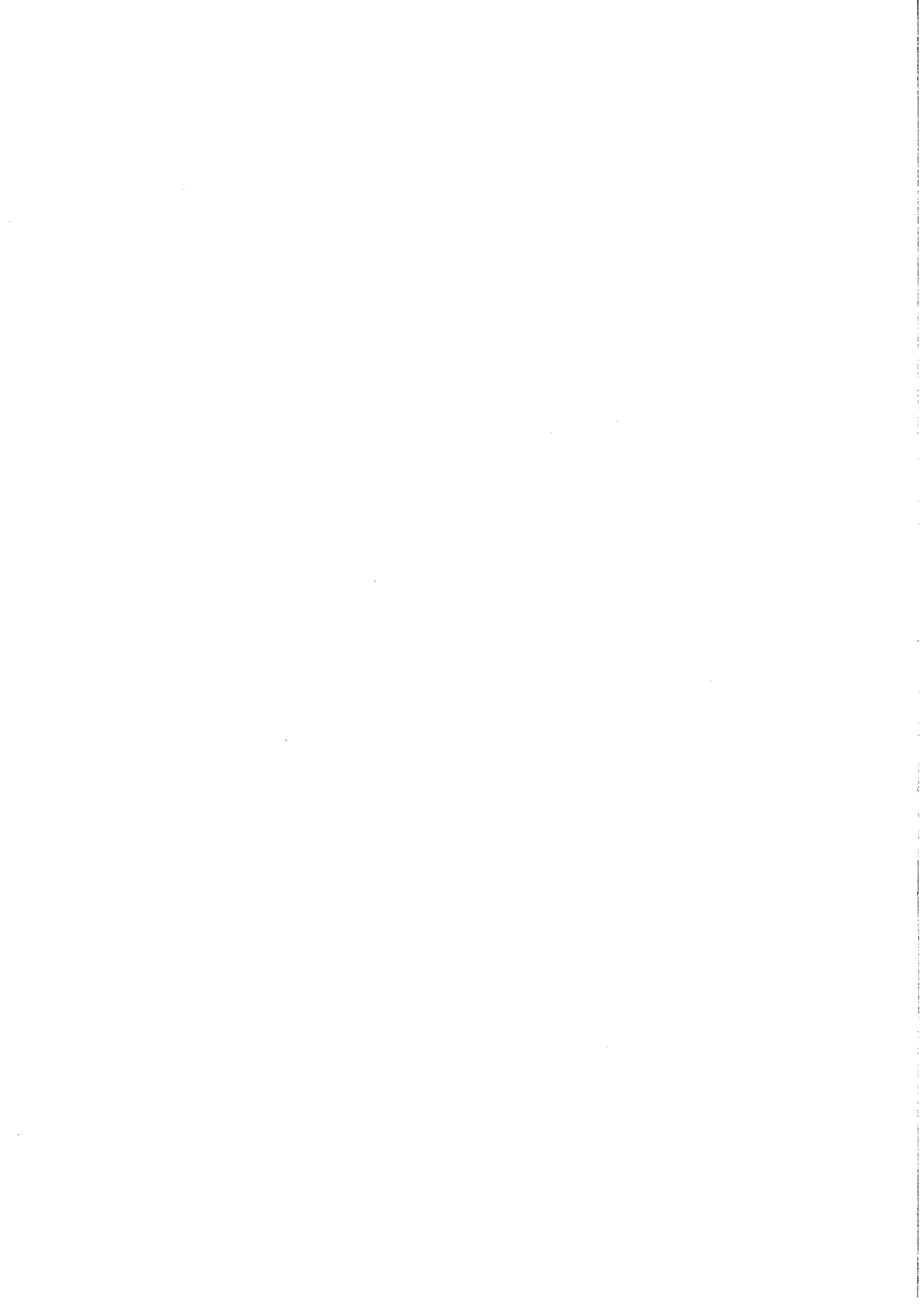
The Federated Governing Body of John Watson and Wheatley Nursery Schools have adopted the model policy of Oxfordshire County Council.

Signed by Sarah Simmonds and Sarah Coleridge, Joint Chair of Governors.

Date: January 2018

Review Date: January 2020

This policy will be reviewed as per the review schedule set by the Governing body or in accordance with policy updates issued by Oxfordshire County Council (whichever is sooner).



John Watson and Wheatley Nursery schools believe that all children should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

**1. The policy identifies activities for which:**

- voluntary contributions may be requested
- charges will be made
- charges will not be made
- charges may be waived

**2. Voluntary contributions**

Separately from the matter of charging, we 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 children of parents who do not make such contributions will be treated no differently from those who have.

*The Law states:*

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

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

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

**3. No charges will be made for**

- An admission application to any maintained school
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided 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 the school's basic curriculum for religious education
- 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, or part of religious education
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school\*
- Examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the school
- Education provided on any trip that takes place during school hours (see 4a)
- Education provided on any trip that takes place outside school hours (see 4a)
  - i. if it is part of the National Curriculum, or
  - ii. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - iii. part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Up to 15 hours (5 sessions per week) of education for 3-4 year olds in Wheatley Nursery School for 38 weeks of the year
- Up to 15 hours (5 sessions per week) of education for 2 year olds who are eligible for 2 year old funding



\* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may / will be made.

#### 4. Charges may be made for

- Activities outside school hours

Residential and non-residential activities (other than those listed in Section 3 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) (See Section 7).

- Residential visits during school hours

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However pupils whose parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

- Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

#### 5. Optional Extras

Charges may be made for optional activities that are known as 'Optional Extras'. Any charges made will not exceed the actual cost (per pupil) of provision.

It is the policy of John Watson and Wheatley Nursery schools that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

|   |   |
|---|---|
| Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i>            | e.g. a clay model – a charge to cover the cost of the clay.   |
| Charges will/may be made for 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 appropriate groups of pupils |
| Charges will be made for the board and lodging component of residential trips   | The charge will not exceed the actual cost  |
| Charges will be made for any deliberate damage to school property   | The charge will not exceed the actual cost  |
| Charges will/may be made for transport in connection with a school trip   | The charge will not exceed the actual cost  |
| Charges will be made for activities arranged by the Out of School Liaison Officer   | After School Clubs and Teen Friday events must be paid for in advance   |
| Charges will be made for any hours booked in Wheatley Nursery School for 3-4 year olds over the 15 hours per week early education entitlement | Sessions will be invoiced at the start of each term. Fees can be settled by cash, cheque, BACS, childcare vouchers or an employer salary sacrifice scheme   |

|  |   |
|--|---|
| Charges will be made for any hours booked in Wheatley Nursery School for 2 year olds who are not eligible for 2 year old funding | Sessions will be invoiced at the start of each term. Fees can be settled by cash, cheque, BACS, childcare vouchers or an employer salary sacrifice scheme |
| Charges will be made for any session at Wheatley Nursery School breakfast club for children from 2-5 years old                   | Sessions will be invoiced at the start of each term. Additional sessions may then be booked but must be prepaid.  |

Where charges are not paid within the time period specified by John Watson School or Wheatley Nursery School, and the Remissions Policy does not apply, the schools reserve the right to withhold the service until payment is made.

## 6. Remissions

In order to remove financial barriers from 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 such charges will be waived.

### John Watson School:

Children who are currently entitled to Free School Meals or for whom the school receives Pupil Premium because they have been eligible for Free School Meals in the past six years will qualify for remission. Children may be entitled to Free School Meals if the parent receives any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The 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 who get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian) can also get Free School Meals.

### Wheatley Nursery School:

Children for whom the school receives Early Years Pupil Premium or Two-year old funding will qualify for remission. Children may be entitled to this funding if the parent receives any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The 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

## **7. Is a school visit or residential trip in or out of school time?**

If the number of school sessions on a school visit/residential trip is equal to or greater than 50% of the number of half days spent on the visit/trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

## **8. 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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year 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.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
- When any visit is arranged, parents will be notified of the policy for allocating places.

