



OLDFIELD SCHOOL

Charging and Remissions Policy

1. Purpose

We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Our Ofsted report, 2012 said, 'a rich extra curricular programme is very well regarded by students and parents'.

As a school we wish to continue to encourage these opportunities and will target our financial help at those students who may need subsidies to participate. We want students and parents to continue their support for extra-curricular provision.

We comply with all relevant DfE guidance on charging and remissions.

2. Content

Charging and Remissions applies to any activities (both during and after school) to which parents may be asked to pay.

2i **Activities during school hours** (see Appendix 1)

2.ii **Extra-curricular activities**(see Appendix 2)

As a school, we will not ask parents to meet the costs of the above activities if they are receiving income support or other benefits listed in Appendix 6.

2iii **Public exams** (see Appendix 3)

2iv **Damage or loss** (see Appendix 4)

Parents cannot be asked to **pay** for activities (except the kinds listed above) which take place during, or largely during, the school day. In practice, few if any 'activities' can take place unless parents make VOLUNTARY CONTRIBUTIONS.

3. Procedures

For visits/activities, teachers must check that the letter to parents uses the correct form of wording, is it appropriate to 'charge' or ask for 'voluntary contributions'? Letters seeking voluntary contributions must make it clear that there is no obligation to contribute, however, if insufficient contributions are received, the activity may need to be cancelled by the school (see Appendix 5).

For other activities which take place on a regular basis, teachers must produce an appropriate form which will need to be approved by the bursar. A register of those students attending the activity must be taken.

The Bursar can be consulted for advice on these matters.

Letters regarding both charges and 'voluntary contributions' should include a sentence about financial help being available in cases of hardship (see Appendix 5).

In all cases it is expected that a cheque payment payable to 'Oldfield School' is made well BEFORE an activity/exam is started. Cash payments may be acceptable in exceptional circumstances. It is not acceptable to use capitation to make up a shortfall caused by not collecting in the money for an activity.

4. Monitoring

The Head of Faculty/Learning Manager (as appropriate) must check letters are appropriately worded with regard to charging and remissions.

The Headteacher, via normal monitoring of all letters, will check that procedures are being followed. The Headteacher will deal with requests for financial subsidies from parents.

The Bursar monitors that teachers are using the correct forms to ensure payments are made correctly. The Bursar will monitor the use of the remissions budget.

5. Evaluation

Evidence will be collected from those organising visits/activities to judge whether students' participation is being facilitated. The Bursar will assess whether teachers are using the appropriate forms to allow the school to collect the financial payments. These judgements will be reported to the Finance & General Purposes of the Governing Body.

Appendix 1

ACTIVITIES DURING SCHOOL HOURS

Parents may be asked to pay (partially or fully) or make a voluntary contribution (as appropriate) for:

- a. individual/group music tuition
- b. the board and lodging element of all residential trips and visits except in the case of students whose parents are receiving specific benefits listed in Appendix 6 (this would be at the Head's discretion based on parental application).
- c. the cost of transport
- d. the cost of ingredients or materials if they have indicated in advance that they wish to own the finished product
- e. the cost of entrance to museums, exhibitions, etc.
- f. the cost of tickets to attend a conference/lecture
- g. the cost of activities during Cross Curricular Week

Appendix 2

EXTRA-CURRICULAR ACTIVITIES

Parents will be asked to pay for:

- a. activities/lessons, such as Art, Computer Animation and Rowing, where they take place outside of the normal timetabled time (at an extra cost to the school)
- b. 'optional extras', such as an evening theatre visit
- c. social or recreational activities, such as discos/ice skating visits
- d. outdoor educational activities such as the Duke of Edinburgh award expedition
- e. materials required for a particular course which takes place outside of normal timetabled time, eg text books for Italian.

Where the school is able to use funds allocated for cases of financial hardship to support extended school activities we will do so.

Appendix 3

PUBLIC EXAMS

A Parents will be asked to pay for:

- (a) examination entries where the school has not prepared the student for a prescribed examination in that academic year.
- (b) entry for non-prescribed examinations. This will include the cost of invigilation if there are no other examinations taking place at the same time.
- (c) the cost of rescrutiny or re-mark of examination papers where they request it.
- (d) the recovery of entry fees where, without good or reasonable cause, the student fails to attend for an examination or otherwise fails to meet the examination requirement.
- (e) module re-takes at the time of submitting the re-take entries.

B External candidates will be asked to pay for the examination entry fee and the cost of invigilation if there are no school candidates for the examination subject.

Appendix 4

DAMAGE OR LOSS

Parents will be required to reimburse the school for:

damage to the fabric or the property of the school for which their child is responsible, loss of textbooks, library books or other school property, such reasonable charges will be fixed by the Headteacher.

Appendix 5

VOLUNTARY CONTRIBUTIONS STATEMENT

‘In order that the visit/activity may take place, it is necessary to ask for a voluntary contribution of £ per student. There is no obligation to contribute, and no student will be omitted from the activity if their parents do not contribute. It is also true, however, that the visit/activity will not take place if sufficient voluntary contributions are not forthcoming as there is no other source of funding.’

FINANCIAL HELP STATEMENT

‘In cases of hardship, support may be available from the school and a letter or telephone call to the Headteacher will be dealt with confidentially and sympathetically’. This statement is for school time activities, e.g. Oxenwood, but not for additional activities at weekends, evenings, holidays, etc.

Appendix 6

COMMENTARY FOR STAFF

We must conform to the guidelines given in the relevant Education Acts.

In terms of financial support for residential visits, the school subsidy will be used to support those students whose parents/carers are receiving Income Support, Income based Jobseeker’s Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, (where the parent is not entitled to Working Tax Credit and whose annual income does not exceed £16,190) or Universal Credit. This means that the financial support will be targeted on those students who need financial help; all relevant letters regarding visits will need to point out to parents that financial help is available in cases of hardship (see Appendix 5). Children who receive a qualifying benefit in their own right may seek financial support from the school.

The school will continue to provide cover for those teachers who are accompanying school visits. The level of teacher cover will be expected to be as economical as possible. The school will encourage the use of adults other than teachers, for example, a visit to France for 40 pupils needs a ratio of 1:8, this might mean 2 teachers and 3 support member of staff/trainee teacher or parent.

Appendix 7

SCHOOL FUND

This policy applies equally to activities within the School Fund.