



**OXFORDSHIRE
COUNTY COUNCIL**

CHILDREN, YOUNG PEOPLE & FAMILIES

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The Ridgeway C.E. Primary School

Policy for charging and remissions for school activities

The Ridgeway school believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) 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 pupils 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. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

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

2. 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.

The Law says:

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

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

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

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

Is a residential trip in or out of school time?

When any trip is arranged parents will be notified of the policy for allocating places.

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the 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.

It is the policy of The Ridgeway school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them;</i>	Eg. A clay model – a charge to cover the cost of the clay.	Remission for category A and B (see below)
Charges will 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 groups of pupils	OCMS deal with remissions for category A
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A and B (see below)

5. 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

- We shall give as much notice as possible of visits and their approximate cost
- We have established a system for parents to pay in instalments for residential trips
- 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.

Policy Agreed by the Finance Committee on *21 March 2017*

Signed  Chairman

Review Date: March 2021