



# Oakgrove

## Charging & Remission Policy

### 1. Introduction

The 1988 Education Reform Act required Governing boards to draw up and keep under review, policies in respect of charges and remissions.

Under the charging provisions of the Education Reform Act, Governing boards may choose to charge for certain defined activities but only if they have first drawn up a statement of their charging and remission policy.

### 2. Basic Principles

The Governing Board recognises the valuable contribution that the wide range of additional activities, including trips, visits and residential experiences can make to towards the person and social educational and development of young people with emotional and behavioural difficulties.

The Governing Board aims to promote and provide such activities both as part of the broad and balanced curriculum for the pupils of the school and as optional activities.

The basic principles underlying the charging provisions of the Act are: -

- To maintain the right to free education during school hours.
- To establish that activities offered wholly or mainly during school time should be available to all pupils regardless of parents' willingness or ability to help meet the cost.
- To emphasise that there is no statutory requirement to charge for any education but to give Governors the discretion to charge for optional activities organised by the school whether during or outside school hours.
- To confirm the right of Governing Boards to invite voluntary contributions to support any activity organised by the school whether during or outside school hours.

School Hours are those when the School is actually in session. They do not include the mid-day break.

School hours are:	9.00 a.m.	to	12.30 p.m.
	1.00 p.m.	to	3.15 p.m. (Mon-Thurs.)
	1.00 p.m.	to	2.30 p.m. (Fri)

There are 2 exceptions to the **provision of free education during school hours:-**

- For music tuition either an individual pupil or groups of not more than four.
- For Home Economics and Design Technology materials where, in advance, parents have indicated in writing, their wish to own the end product.

- In addition any transport provided for pupils to carry them from place to place where the LA has arranged for education to be provided (eg swimming) must be free.

Charging is also permissible in the particular circumstances outlined below. The Governing Board reserves the right to make charges in respect of these activities.

#### **a) Breakages**

The Governing Board reserve the right to charge the cost of replacement or repair of equipment or premises deliberately broken or damaged by an identifiable pupil.

#### **b) Clothing**

The LA or Governing Board has discretionary powers to provide clothing, cookery aprons and football boots. LA's can still be expected to provide essential protective clothing e.g. safety glasses.

#### **c) Optional Extras**

Charges can be made for 'optional extras'. These are defined as any education outside school hours, with the exception of education outside of school hours required as part of the curriculum. The midday break is not considered to be within school hours. Charges for optional extras must not exceed the unit cost of the activity.

Before an optional activity takes place, parents must be asked in advance whether they agree to the payment and are willing to pay for it. Participation in optional extras will be on the basis of parental choice. If the activity cannot proceed without parental support then the proposed activity need not take place if such parent support is not forthcoming.

Where a school activity involves pupils in nights away from home, a charge can be made for board and lodging. However, transport costs can only be charged for activities deemed to be outside of school hours.

Where an activity takes place partly during and partly outside school hours then the 50% rule applies i.e. if at least 50% of the whole time, including transport, occurs during school hours, no charge may be levied. In the case of a residential trip then the 50% rule still applies but on the basis of the number of half days taken up by the activity including travel, relative to the number of school sessions the pupils would have attended if the trip had not taken place.

#### **d) Payment in Kind**

Payment in kind refers to the cost of materials, ingredients, equipment or the provision of them by parents for Home Economics and Design Technology. The Governing Board may charge for ingredients and materials or require them to be provided if the parents have indicated their wish to own the finished product.

The Governing Board recognises the important role that practical activity plays in developing the self-esteem and self-confidence of children with emotional and behavioural difficulties. In addition, the prospect of a student being able to take home an article or artefact that they have made is a strong motivating force, encouraging them to participate in curriculum activities. The Governing Board would not wish any student to miss out on these benefits because of the inability or unwillingness of parents to pay for ingredients, materials or equipment or to contribute in kind. Monies will be built into the school's curriculum budget to help to fund such practical activities.

### **e) Voluntary Contributions**

There is no limit to the level of voluntary contribution which parents or others can make to school activities. In addition, there is no restriction placed upon the use which can be made of such contributions. This means that funds could be used to assist an activity by subsidising the pupils of low income families. The monies could also be used for a general activities fund established to assist the financing of school trips.

Parents/Guardians of pupils in receipt of the Pupil Premium grant will not be asked for a voluntary contribution for trips or residential visits as the cost will be paid from the grant.

**No pupil at Oakgrove will be excluded for an activity dependent upon voluntary contributions if their parents are unable or unwilling to contribute.**

### **3. Remissions**

Parents who are in receipt of specified benefits have a statutory right to full remission of the costs of any optional extra which is required by the National Curriculum or as part of an examination course within or outside of school hours, provided by an LA or Governing Board. This is the minimum level of remission which can be made by an LA or Governing Board. It is optional for the Governing Board to provide subsidies above the minimum.

The Governing Board reserves the right to provide financial help to students on an individual basis, offering assistance above the minimum remission required if this is deemed to be necessary. Submissions for financial support above the minimum remission should be made to the Chair of Governors.

### **4. Complaints**

If any parent at any time believes that they have cause for complaint about items under this policy they should in the first instance contact the Headteacher.

**This policy will be reviewed on an annual basis as part of the school's financial auditing process.**