



Ovingham Middle School

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Opportunity, Motivation & Success

WE ARE A UNICEF GOLD
RIGHTS RESPECTING SCHOOL



Charges Voluntary Contributions Remissions Refunds

Updated March 2019

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

We will refund in full all contributions if an activity has had to be cancelled and if a child is absent due to illness, if the fees have not been paid in advance and a refund would be given from the external supplier, refund in these circumstances as well.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aim

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.

Responsibility for the Policy and Procedure

The Governing Body has:

- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Head Teacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours;

- For the National Curriculum programme out-of-school hours;
- Part of a syllabus for an agreed examination for a pupil;
- For statutory religious education;
- For musical tuition as part of the National Curriculum;
- For education provided on any educational visit during the school day;
- For education provided on any educational visit outside school hours;
- For the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- For the entry to public examination which is on the prescribed list;
- Examination re-sits

Charges for transport cannot be made when:

- Transporting pupils to or from the school premises;
- Transporting pupils to other premises where arrangements have been made for them to be educated;
- A pupil needs to sit an examination;
- An educational visit has been planned lined to the curriculum

Conditions when charges can be made

Charges can be made when:

- A parent/carer wishes their child to own any specific materials, books, instruments or equipment;
- A pupil fails to meet any examination requirement of a syllabus;
- The school has not prepared a pupil for an examination;
- Property or equipment has been damaged as a result of a pupil's behaviour

Charges for Optional Extras

Charges may be levied for:

- Optional extra activities if parents are willing to accept a charge for the costs;
- An activity that takes place outside school hours;
- Any activity provided they do not exceed the actual cost of the activity;
- Any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination or part of religious education;
- The cost of board and lodging on a residential visit;
- Transport provided for any activity;
- Musical tuition that is not part of the National Curriculum

Support for Parents/Carers

The Governing Body will:

- In exceptional circumstances support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- The school will give consideration to the remission of charges to parents /carers or carers who receive the following support payments:
Income Support
Income based Job-seekers Allowance
Child Tax Credit (where the person is not receiving Working Tax Credit as well)
Support under part VI of the Immigration and Asylum Act 1999
Guaranteed Element of State Pension Credit
Income related employment and support allowance
- Children of families who receive these payments are also entitled to free school meals. Parents /carers who are eligible for the remission of charges will be dealt with confidentially.
- The Head Teacher will authorise the remission of charges.
- The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the Governing Body and Head Teacher.

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- If planned activities depend on voluntary contributions for part or all of the cost;
- That there is no obligation on them to make voluntary contributions;
- That an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- That no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;

Refunds

Refunds will be given if

- An educational visit/school event has been cancelled;
- Contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The school website

Equality Impact assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and The Finance Committee

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Policy Review

Action	By whom	Date
Agreed	Kathryn Brown, Chair of Governors	December 2017
Reviewed, updated and agreed	Kathryn Brown, Chair of Governors	March 2019
To be reviewed		March 2020