



## **Owlcotes Multi-Academy Trust**

### **Charging and Remissions Policy**

**October 2018**  
**Last reviewed: October 2023**

## About Owlcotes Multi-Academy Trust (OMAT)

OMAT is committed to the development of inclusive schools, sharing a common purpose to provide excellent education and improved outcomes for pupils.

OMAT strives to provide high-quality education for all children within our local communities by inspiring innovation, creativity and aspiration through an enriched curriculum.

OMAT is committed to the principles of co-operation, collaboration and sharing best practice with a strong focus on staff development.

OMAT is also committed to the preservation of the unique identity of all schools within the trust: each school will have a Local Governing Board (LGB) which is involved in decision making at school level, with autonomy to make decisions for its own school in line with the scheme of delegation.

All trustees and any schools joining must agree to share and uphold these principles now and in the future.

## Charging and Remissions Policy

### Aims of the Policy

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which financial contributions will be requested from parents.

### Responsibilities

The Local Governing Board of the school is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governors.

### Equality and Inclusion

Owlcotes Multi-Academy Trust is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- Participate fully in school curriculum;
- Contribute to all aspects of school life; and
- Be a valued partner in the process of education.

These objectives inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/carers who are on low income. We aim:

- To make school activities accessible to all pupils regardless of family income;
- To encourage and promote external activities which give added value to the curriculum;
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school;

- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

The development of a range of activities forms part of the school's entitlement curriculum. This forward planning process is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities. It includes a number of key factors:

- The value of certain activities in relation to age/needs of pupils;
- The cost of activity set against their educational value;
- How the activity will be paid for;
- The appropriate process for raising funding (if appropriate)
- An understanding of the various types of activities involved – for example, education visits, music tuition, materials for practical work;
- An assessment of local facilities.

#### **No Charges will be made for:**

The Governors recognise that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment. This includes the cost of swimming tuition which is part of the National Curriculum;
- Education provided outside school hours if it is part of the National Curriculum;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- The education provided on any trip that takes place during school hours;
- The education provided on any trip that takes place outside school hours if it is part of the National Curriculum;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where governors or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

#### **Charges can be made for:**

- Board and lodging on residential visits (not to exceed the costs). Pupils whose parents are in receipt of certain benefits (see remissions policy below) may not necessarily be charged fully for board and lodging costs;
- The proportionate costs for an individual child related to activities wholly or mainly outside school hours ('optional extras') to meet the costs for;

- (i) Travel.
  - (ii) Materials and equipment.
  - (iii) Non-teaching staff costs.
  - (iv) Entrance fees.
  - (v) Insurance costs.
- Vocal and musical instrument tuition where this is not a requirement within the National Curriculum;
  - Breakages and replacements as a result of damages caused willfully or negligently by pupils;
  - Extra-curricular activities and before or after school clubs;
  - Any extended school activity including out of hours learning;
  - Damage/vandalism/loss to and of school property;
  - Community Use / Lettings.

### Voluntary Contributions

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. Parents will be invited to make a contribution for the following:

- Entrance fees for visits/ trips during the school day;
- Transport costs for visits/ trips during the school day;
- Workshop activities which enrich the curriculum;
- A visitor or educational experience in school.

The terms of any request made to parents will specify that it is a contribution and in no way represents a charge. In addition, the following will be made clear to parents;

- Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request;
- The trip/ visitor/ workshop etc. may not go ahead as planned if enough voluntary contributions are not received.

The responsibility for determining the level of contribution is delegated to the Headteacher.

### Charges for 'extras'

It is the governors' policy to charge for activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

The basis for calculating the charge will be proportionate for each participating pupil. The charges will be set at a rate to cover the cost of the activity including transport but will not generate a profit.

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries.

## School Milk/ Meals

The school will publish annually the price to be charged for school meals and school milk. Pupils who are entitled to means-tested free school meals will not be charged for meals. Children who are in Reception, and Years 1 and 2 are entitled to a free school meal under the government's Universal Free School Meal offer and therefore will not be charged for a school meal. Children entitled to free school meals who are in the Early Years Foundation Stage or KS1 will have milk provided free of charge.

## Remission Policy

In order to remove financial barriers from disadvantaged pupils, governors have agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. For pupils eligible for Pupil Premium funding, charges will be reduced or waived depending on the nature and cost of the activity or visit. In addition, Children whose parents are in receipt of pupil premium funding will be entitled to the remission of charges for board and lodging costs during residential school trips.

## Additional Considerations

Governors recognise the 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 (This is available at the September 'curriculum/ meet the teacher' evenings and published for all parents in the documentation prepared for these meetings);
- We have established a system for parents to pay in installments;
- 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.

**This Charging and Remissions Policy was adopted by Owlcotes Multi Academy Trust  
on 31/10/2018**

Chair of Trustees: Mrs Judith Norfolk		
<b>Signature:</b>		<b>Judith Norfolk:</b>
<b>Frequency of review:</b>	2 years or when changes are made nationally.	
<b>To be reviewed by:</b>	FRAC	
<b>To be approved by:</b>	OMAT Full Board	
<b>Date of next review:</b>	October 2025 or sooner depending on national changes.	

**REVIEW RECORD**

Date of review	Reason for review	Date of next review
15/10/2020	Update policy in line with universal free school meals offer.	Oct 2022
<b>Name :</b>		<b>Signature:</b>

**on behalf of OMAT Full Board**

Date of review	Reason for review	Date of next review
21/10/2021	Trustees noted that they are aware of the extra-curricular activities going on in schools (including those agreed through a Lettings Policy) and who was delivering these and were satisfied that they were complying with safeguarding requirements as per item 11.2 of the section 175 annual child protection return.	Oct 2023
<b>Name :</b>		<b>Signature:</b>

**on behalf of OMAT Full Board**

Date of review	Reason for review	Date of next review
12/10/2023	Agreed review schedule.	October 2025
<b>Name :</b>		<b>Signature:</b>