



Charging and Remissions Policy

PART A

Person responsible for policy: Chief Operating Officer

Revised: May 2019

Review Date: May 2020

The River Learning Trust believes that all our pupils should have an equal opportunity to benefit from school activities and visits, both curricular and extra-curricular, regardless of their 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.

It should be read with each school's individual Part B policy.

This policy follows the model policy drawn up by Oxfordshire County Council and updated by them in November 2012.

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 on the front of this policy.

1. The policy identifies activities for which

- **voluntary contributions may be requested**
- **charges will be made**
- **charges will not be made**
- **charges may be waived**

2. Voluntary contributions

Separately from the matter of charging, schools may also 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.

3. No charges will be made for

- An admission application
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Education provided on any trip that takes place during school hours (see 4a);
- Education provided on any trip that takes place outside school hours (see 4a) if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

4. Charges may be made for

a) Activities outside school hours

Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). (See Section 9)

b) Residential visits during school hours

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

c) Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

Music tuition

Music tuition for individuals or groups of up to 4 pupils

When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

5. Optional Extras

Each school within the River Learning Trust will have an individual policy (Part B) identifying procedures for optional extras, including residential trips and activities which can be charged for.

6. Remissions

In order to remove financial barriers from disadvantaged pupils, the local governing bodies have 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 circumstances. Individual school policies set out the circumstances in which charges will be waived.