



# Oscott Manor School

Ready. Respectful. Safe.

## Charging and Remissions Policy (statutory)

<b>Ratified by:</b>	<b>Resources Committee</b>
<b>Date Ratified:</b>	<b>19<sup>th</sup> October 2023</b>
<b>Person responsible for Review:</b>	<b>Strategic Business Manager</b>
<b>Review Date:</b>	<b>18<sup>th</sup> October 2024</b>

Oscott Manor School is a Unicef Rights Respecting School. The following rights are especially relevant to this policy:

**Article 3:** *Best interests of the child – The best interests of the child must be the top priority in all things that affect children*

**Article 23:** *Children with a disability – A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community. Governments must do all they can to provide support to disabled children*

**Article 29:** *Goals of education – Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment*

The Governing Board of Oscott Manor School has adopted the LA model 'charging and remissions' policy, which recognises the valuable contribution that the wide range of curricular and extra-curricular activities, including trips, clubs and residential experiences can make towards pupils' education.

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

### **Context**

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of any activity because their parents cannot or will not make a contribution of any kind.

### **Aims**

- To outline what the school can and cannot charge for.
- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- Which acknowledges the cost of such activities to the school's budget.

The Governing Board has agreed that its policy for charges will be as follows:

#### **1. Day Visits**

For those educational visits where there is a cost, other than the cost of transport, the school may invite a voluntary contribution from parents to meet the costs.

## **2. Residential Visits**

The school may invite voluntary contributions from parents to assist with the cost of food and accommodation. The Governing Board intends to make an equitable charge, which will not exceed the cost involved for food and accommodation.

## **3. Educational Materials**

Where pupils create articles, for example, in the course of some lessons, parents may be asked to provide ingredients on a voluntary basis. They will not be asked to provide money to pay for ingredients.

## **4. Examination Fees**

The school will pay the entrance fee for all accredited courses, where the school has prepared the pupil for the particular course, unless the professional advice of the school leader is that the pupil should not be entered for the particular examination.

## **5. Instrumental Tuition**

The school will pay the costs of music tuition where it is part of the school curriculum or extended curriculum offer. This is currently restricted to weekly optional small group or whole class tuition for keyboard, guitar, drum or vocal lessons. Musical instruments are provided by the school for use during these lessons. Parents will not be expected to pay for the purchase of lessons or instruments in order for their child to access these lessons

## **6. Damage to property**

If a pupil wilfully damages school property and the school faces a cost for repairs, their parent or carer will be asked to pay the cost. If the bill is over £5, parents and carers will have the option of paying in instalments. In these circumstances, a member of the leadership team will write to the parent/carers, including a copy of the repair bill. The school will never profit. Receipts will be issued for all payments received. For episodes of criminal damage or refusal to pay for repairs, police involvement may be necessary. Charges may also include costs to repair broken windows or replacement of lost or damaged school property as a result of a pupil's behaviour.

## **7. Snacks and drinks**

The school will not collect money from parents/carers to purchase drinks and snacks on behalf of a family. The school does not provide break time drinks and snacks for pupils.

## **8. Breakfast Club**

The school offers a daily breakfast club where pupils can have drinks and toast. This is fully funded (by the school and subsidised by a grant from Kellogg's) and free to all pupils who wish to access it; parents/carers will not be charged.

### **Remissions**

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities. Pupils will not be treated differently whether or not their parents/carers have made a contribution.

The Governing Board may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example in the case of family hardship. When arranging for a chargeable activity such parents/carers will be notified in confidence of the remission of charges in full or in part. The Headteacher will make authorisation for such remission.

### **Trading services**

The school reserve the right to make a reasonable and proportionate charge for its staff to :-

- Speak at conferences
- Deliver workshops or training in specialist areas such as Teen Life or Autism
- Provide school facilities for regular bookings
- Support other schools
- Provide cover for school transport
- Carry out portable appliance testing at other schools

Charges will be advised before bookings are completed and invoices will be supplied by Oscott Manor School.

### **General**

The Governing Board may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of additional or enrichment activities, which take place in school time. Parents may be advised the continuance of an activity may be dependent on voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.