Oxenhope Church of England Primary School

Charging and remissions policy

Created By:	Last reviewed:	Next Review Date:
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Our School Vision

We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.
Life in all its fullness; John Chapter 10 v 10.
At Oxenhope our school values are:

Love	'Love your neighbour as yourself' Luke 10 v 27 Just like Jesus was 'moved with compassion' we want to instil the children of Oxenhope with selfless kindness towards others. The ultimate aim is to do good to other people, whoever they may be.
Service	'Serve one another in love' Galatians 5 v14 At Oxenhope we actively seek opportunities to work together to help others in both our local and wider communities. As even Jesus washed the disciple's feet we can learn from his example and seek to do good where we can, both locally and globally.
Forgiveness	'Forgive us our sins as we forgive those who have sinned against us.' Luke 11 v 4 These are the words we quote in our school prayer. As we appreciate how much we have been forgiven, we can forgive others.
Courage	"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go." Joshua 1 v 9 It is important that the children go from Oxenhope with a determined strength that they can bravely overcome whatever challenges they are faced with.
Endurance	**'**Be joyful in hope, patient in affliction, faithful in prayer.' Romans 12 v 12 Jesus' followers are challenged to think of life like a race. However - NOT a short sprint but a marathon! The bible says that we are made stronger for the future every time we endure and refuse to give up. We teach our children to persevere and not give up hope.
Respect	'So, in everything, do to others what you would have them do to you.' Matthew 7 v 12 At Oxenhope we teach children how to value others, whoever they may be, and celebrate what makes us different and unique.

Oxenhope CE Primary School Charging and Remissions Policy

Central to the delivery of the school's curriculum are real life experiences. The school organises a wide and varied range of educational visits and visitors many of which are free. The school does ask for voluntary contributions for some visits and visitors.

Voluntary Contributions:

There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Voluntary contributions therefore can be used to subsidise parents of pupils who are unwilling or unable to pay the charges made and to pay the travel and accommodation costs of accompanying teachers or adults. Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit.

Educational Visits and Visitors

The School pays for educational visits and visitors during school hours through

- Voluntary contributions from parents and carers
- Use of the pupil premium fund from the school budget
- Support from other sources

The cost of an educational visit or visitor is made up of

- Entry or booking fees
- Travel costs i.e. cost of train tickets, coach hire etc
- Board and lodging if the trip is residential
- Specialist instruction and safety equipment i.e. for some high risk outdoor and adventurous activities.

The School will publish school trip dates in each term's calendar and give at least 4 weeks' notice for any trip or visit.

Parents and carers will receive at least two terms notice for residential visits. Parents and carers may pay in instalments for all visits and visitors. The school may fund raise to subsidise the cost of trips.

Where pupils have parents who qualify for Free School Meals due to low income, the cost of the visit or visitor is sometimes paid for directly by the school using the Pupil Premium fund. The school has a separate policy relating to the Pupil Premium fund.

All pupils are allowed to experience the visits and visitors regardless of payment but if the school does not receive sufficient voluntary contributions then the event may be cancelled.

All information relating to payment method is confidential. Parents are welcome to discuss any concerns with the Head teacher or Pastoral Manager.

When is an activity held in school hours?

A day visit is in school hours if 50% or more of the total time (including travelling) occurs in school hours. As mentioned above school hours do not include the normal midday break. A residential visit is in school hours if the number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel). A school session equates to a registration session (i.e. 2 per day). A half-day is a 12 hour period ending at midday or midnight.

Out of hours clubs and enrichment.

The school aims to provide a wide range of enrichment and extra curricular activities outside normal school hours. In some cases these may be run by an external provider but may also be run by a member of the schools staff team. As these activities take place outside the schools timetabled day it reserves the right to ask for the cost of these activities to be covered by parent/carer contributions.

Oxenhope Explorers Before and After School club.

This facility is managed by the Governing Body of the school. The aim of the club is to provide high quality term time wrap around care for the children on roll within the school from 7:30am- 8:45am and 3:15pm - 6:00pm (outside normal school hours). The club is non profit making but charges parents and carers an annual registration fee and for sessions used. These charges are published in the Oxenhope Explorers prospectus. Parents/ carers should contact the club manager to discuss the charges.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a reasonable charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made for the cost of providing these.

When year 5 and 6 take part in the end of year performance they will be provided with a free copy of the script. If this is lost by the child there will be a cost of 50p to reproduce the script again. This is to cover the photocopying cost.

Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance, Fabric and Facilities Committee and approved by the Governing Body.

Other charges

The Head teacher, Business Manager or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy.

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school meals shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings. Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge.

Appeal

Any appeals against this policy will be through the governor's complaints procedure.