Oxenhope Church of England Primary School

# Charging and remissions policy

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| A Jones | October 2026 | October 2027 |

## School Vision

We provide the rich soil allowing children to flourish and develop deep roots. We nurture **growth**, enabling children to thrive as our Christian values blossom in their lives. We cultivate a sense of pride in our rural **community** where children are **loved** and valued.

*May our children flourish in their youth like well-nurtured plants. Psalm 144 v 12.*

Throughout our curriculum and school life, along with our school vision, these three golden strands permeate through everything we do.

## Community

Jesus often spoke of unity in our communities and encouraging one another on our journey. He spoke of bearing each other's burdens in love and helping those in need.

'Live in harmony with one another.' Romans 12 v 16



## Love

It says in the Bible that God is Love and encompasses all that is loving and good. Jesus showed the ultimate unconditional love when he laid down his life for us on the cross. Therefore, this love should lead to a desire to love other people.

'Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.' Ephesians 5 v 2



## Growth

Just like a plant, we must endure the difficult times along with the good; but God has sent us his Holy Spirit to help and strengthen us so we can bear fruit and grow in the likeness of Christ.

'Grown in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3 v 18



**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. The school continues to withhold the right to cancel any activities that rely on contributions if not enough contributions are received for the activity to be financially viable.

**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 a mixture of:

- Voluntary contributions from parents and carers
- Use of the pupil premium fund or sports premium from the school budget
- School revenue income from the General Annual Grant (GAG)
- 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. 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/arrangements is handled discretely. Parents are welcome to discuss any concerns with the Head teacher, Pastoral Manager or any member of the office team.

**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 school's timetabled day it reserves the right to ask for the cost of these activities to be covered by parent/carer contributions. In some cases, a decision will be made to subsidise the cost of an activity for pupils who are eligible for specific funding.

**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 school office 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 may be asked to 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 may be 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 may 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 approved by the Governing Body. In some cases, the letting fee may be waived and an agreement made with the activity provider to offer an equivalent number of places free of charge to specific pupils that school leaders identify would benefit from this. This would usually be for children with specific needs who attract additional funding. The cost would be offset within the school budget.

**Other charges**

The Head teacher, Business Leader 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 may 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/carers may receive a remission for the whole or part of the charge.

**Appeal**

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