

Policy Updated: October 2021

Review Date: October 2022



Olney Infant Academy

Charging and Remissions Policy

CHARGING AND REMISSIONS

Olney Infant Academy has adopted Milton Keynes Council's Model Policy on Charging and Remissions for Educational Activities. A full copy of this policy is available from school. The legislation on charging is designed to avoid discrimination against pupils whose parents do not or cannot make a contribution towards school activities, particularly school trips.

THE LAW

The Education Reform Act 1988, superseded by the Education act 1996, sets out the law on charging in all LA maintained schools. Although we are not in this category, Olney Infant Academy has decided to adhere to the same legislation. It restricts the activities for which charges can be made and makes provision for the remission of charges, specifically for the provision of board and lodging costs in respect of school visits and journeys. The legislation makes the following provisions and allows for schools to invite parents to make voluntary contributions:

1. Where the school visit or activity takes part wholly or partly during school hours then no charge can be made.
2. There is no statutory requirement to charge for any educational activity, but the school has the discretion to charge for optional activities provided outside school hours.
3. The school can invite voluntary contributions from parents for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.
4. Where the school decided to make a charge for "optional extras" which are provided outside school time the charge will not exceed the actual cost of providing the activity divided equally by the number of pupils who participate. It is not permissible to subsidise pupils whose parents are unwilling or unable to pay the full charge. Pupils can charge to take account of the costs of engaging teaching staff specifically for the purpose of providing the activity and supplying such staff with travel, board and lodgings, provided that they have engaged in a separate contract for services to provide the optional extra.
5. All pupils with the exception of those pupils whose parents receive Family Credit, Income Support, Income Based Job Seekers' Allowance or Disability Working Allowance can be charged for board and lodging on residential visits even when the residential visit is taking place mainly during school hours. Parents who receive these allowances should contact the Principal to seek a remission of these charges.
6. A charge cannot be levied where an out of school activity is taking place because it is:
 - i. required as part of a public examination syllabus
 - ii. provided specifically to fulfil statutory national curriculum requirements
 - iii. provided specifically to fulfil religious educational requirements
7. A charge cannot be levied for transport for educational activities provided during school hours.

No charge will be made for any educational activity, which takes place either during, or outside school hours except:

- i. An occasional charge towards ingredients, materials or equipment needed for practical subjects where parents have indicated in advance that they wish to own the finished product.
- ii. Optional activities out of school hours which are not part of the compulsory curriculum eg French club, Soccer club, etc.
- iii. Charges for board and lodging on residential visits even when the visit is taking place mainly in school time (but also refer to LAW point 5)
- iv. When breakage or damage to school property or buildings occurs as a result of their child's misbehaviour parents will be required to meet costs.

v. When a book is lost or damaged an appropriate charge will be made. If the book is on loan from the School Library Service or a third party loan service then the charge may be specified in the agreement between the service and the school.

vi. When a visit is organised to enrich the curriculum parents will be asked to make a voluntary contribution towards the activity. There is no obligation for parents to contribute but if the level of contributions does not meet the overall costs the visit or activity may have to be cancelled. Pupils will not be excluded through inability or unwillingness to pay. eg visits to museums, galleries and exhibitions or when theatre groups or musicians visit our school and such activities incur costs for travelling, entrance fees, performance fees etc.