



**Oakfield Primary School**  
**Charging and Remissions Policy**

**2024 2025**

**Note:** Blue boxes contain advisory notes which should be noted when the GB are revising any element on an annual basis. These indicate where schools need to make decisions or choices. Grey, italicised text indicates where schools need to make insertions, decisions or choices that comply with their school's status. These need to be considered and amended following GB input and agreement.

## Introduction

1. This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.
2. The aim of the policy is to set out what charges will be levied for activities and the letting of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The policy has been drawn up in accordance with Sections 449-462 of the Education Act 1996, which sets out the law regarding what charges can and cannot be made for activities in school maintained by local authorities.
3. The Governing Body of the school is responsible for determining the content of the policy, and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.
4. The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet that cost.
5. This policy will be reviewed annually.

## Charges to Pupils

### 1. Admissions

There is no charge for admissions.

### 2. School meals & Snacks/Fruit **Note: COVID restrictions may be applicable**

School Meals - There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per *day* decided by the Local Authority.

Snacks/Fruit – All children in FPh are charged a set amount per week and all pupils in KS2 are charge per item of fruit selected, this is agreed as 20p per item by the Governing Body.

### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits.

There is no charge for examinations that are not on the set list, but have been arranged by the school.

### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition **(section 8)**.

There is no charge for transport during school hours to school-organised activities. The Governing Body has agreed that the 2019/20 PDG funding covers these charges.

#### **We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras **(section 5)**
- music or vocal tuition **(section 8)**.

### 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

## Optional extras

*The school will charge for optional extras. Optional extras are:*

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (the Governing Body understands that this would generally apply to high school pupils)
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

**Note:** *On an annual basis the Governing Body will decide on any charges for other activities that take place outside of school hours, and if this occurs, the school will list these activities*

## The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities, *and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee. The charges, when determined, will be published on the school's website and appended to this policy.*

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## 6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## 7. Residential activities

### Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination (high schools) that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours (for example, transport within the day as part of the residential activity)
- residential activities that take place during school hours.

### Our school will charge for:

#### Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. *Oakfield will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost.

**Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

#### Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

## 8. Music tuition within school hours

Oakfield Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees, for example, the work with Upbeat Music.

Oakfield Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## 9. Extended services

Oakfield Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either at the end of the school day
- ways of intervening early when children are at risk of poor outcomes, *e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)*
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

*For annual consideration of the Governing Bod. The school may provide extended services such as breakfast clubs, out of school clubs such as homework clubs, or childcare which may be eligible to be charged for. These will be listed at this point in the policy and with an explanation of what the charge is for, such as to cover the cost of non-teaching or teaching staff engaged to provide the activity or brought in to run the club.*

The total charge will not exceed the cost of providing the activity and **no parent** will be asked to subsidise others.

### **10. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

### **11. Remissions and concessions**

The school will remit charges in certain circumstances. The school will give consideration to of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit or similar support

Children of families who receive these payments are:

- entitled to free school meals
- Exempt from paying the cost of board and lodging of a residential trip

Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

### **12. Voluntary contributions**

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. Pupils of parents who cannot contribute will not be treated any differently.

### 13. Inability or unwillingness to pay

Oakfield Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### 14. Charging for the use of School Premises

The school budget cannot be used to subsidise non-school activities. Community use of the school must cover the cost of letting the school as a minimum. The charges set by the school cover the cost of opening the school, including the cost of caretaker time and utilities.

The charges to be levied from the hire of school premises are:

	<b>First Hour</b>	<b>Additional Hours</b>	<b>Comments</b>
<b>Hall</b>	£35.00	£15.00	
<b>Class</b>	£30.00	£15.00	
<b>Car park</b>	£30.00	£15.00	
<b>Field/MUGA</b>	£25.00	£15.00	Floodlights (if applicable) £8.00/hour
<b>IT Suite</b>	£35.00	£15.00	
<b>Canteen</b>	£15.00	£0.00	£15 cleaning fee. To be hired in conjunction with the hall

Governors to review costs during the 2024 2025 school year should income streams be required.

**Signed (Chair of Governors):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed (Headteacher):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This document will be reviewed annually**

**Scheduled Date of Review: November 2025**