



# Offley Primary Academy

## Charging & Remissions Policy

October 2024

Principal: Mrs H Hewitt

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## **Charging and Remissions Policy**

The Education Reform Act (1988) introduced new provisions on charging for school activities. The purposes of these provisions are:

- to maintain the right to a free school education.
- to ensure that activities offered as part of the Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- to give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- to confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

The Governors believe that activities such as educational visits, visitors and residential trips are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of Charging for School Activities, which allows the school to ask for voluntary contributions from parents to support these activities. The policy is reviewed annually.

**All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition.**

### **Voluntary contributions**

- When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others.
- If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. In the case of residential trips when school has to make a commitment in advance, any deposit received from the parents will be non-refundable.
- The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
  - visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - school trips;
  - musical events.

## **Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any workshops, board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to speak in confidence to the Principal or a member of SLT.

## **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual music tuition if this is not part of the National Curriculum. This includes Music Squad (piano lessons) and Rock Steady.

## **Swimming**

The school organises swimming lessons for children in Year 6. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons.

## **Lettings charges**

The school does not currently let to any outside agencies. However, the Office Manager would be responsible for raising invoices for lettings on a termly basis.

## **Events sponsored and organised by Offley PTA**

The Academy recognises and welcomes the valuable support and encouragement provided by parents and carers, under the auspices of the PTA (registered charity 1039659).

Events organised by the PTA are clearly identified and, if held within School grounds or using School equipment, are subject to an agreement with the School. The Officers of the PTA are responsible for determining:

- the level of contributions or charges payable by participants at their events;
- how funds raised should be spent in conjunction with the Principal.

## **Out of School Club – “The Zone” and “Mini Zone”**

As part of the Academy's provision of extended services, a wrap-around childcare provision is provided, before and after school, to meet the needs of working parents. A charge is made for this childcare, as it does not form part of the Foundation Stage Curriculum, National Curriculum, any examination syllabus or religious education. Payment for the provision is made prior to the child's participation (1<sup>st</sup> of each month). The Academy reserves the right to seek payment in advance to reduce the risk of debts being incurred.

## **Pre-school (for children 3 and 4 years of age)**

Offley Primary Academy offers a Pre-School provision for those children who are 3 and 4 years old. 39 full time equivalent places are offered either as 30 hours, 15 hours or a mixture, if availability allows.

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A charge is made for this provision, although the government's funded childcare scheme can be used to reduce or eliminate the need for parents or carers to pay. The Academy will administer claims on behalf of parents and carers.

The Academy office can advise on charges and options on how to take advantage of government funded "hours". A lunchtime school meal can also be provided, subject to the payment of applicable charges.