



Achieving together
Light Oaks
Junior School

Charging and Remissions Policy

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Date: **November 2015**

Revised: **October 2016**

Ratification by Governors				
Committee:	<i>Full Governing Body</i>	<i>Standards</i>	<i>Welfare, Inclusion & Pupil Support</i>	<i>Resources</i>
Date :	14th November 2016	Review Date:	November 2018	
Ratified by:				
Signature:				



Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The Governors believe that activities such as educational visits (or visitors) are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of asking for voluntary contributions from parents to support these activities. The policy is reviewed annually.

Legal Background

The Education Act (1996) introduced sets out 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 National 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 school 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.

Voluntary Contributions

When organising school trips and visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, it may be necessary to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid a full contribution. We do not treat these children differently from any other.

If a parent/carers wishes their child to take part in a school trip or event, but is 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/carers 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 contribution 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;
- After School Clubs organised by external providers

Off-site Visits

If the school organises a school visit, which is to provide education directly related to the National Curriculum, we ask for a contribution to cover the costs of any workshops, board and food and travel expenses. If parents / carers are experiencing financial difficulty they are invited to speak in confidence to the Head Teacher.

Music Tuition

All children study music as part of the normal school curriculum, and all children in Year 4 are given the opportunity to learn a musical instrument. We do not charge for this. There is a charge for individual instrumental music tuition if this is not part of the National Curriculum. The Music and Performing Arts Service teach individual or small group lessons and charges are made. The school is billed directly for the tuition.

Swimming

The school organises swimming lessons for children in Year 5. These lessons take place in school time and are part of the National Curriculum. We ask for a contribution towards the cost of the transport. We inform parents/carers when these lessons are to take place, and we ask parents/carers for their written permission for their child to take part in swimming lessons.

Milk & Orange Juice

The school currently offer subsidised milk to all pupils. As an alternative, Fair Trade orange juice is also available. These are offered at cost price to parents who pay termly. Children who are entitled to Free School Meals receive free milk.

Uniform

Branded school uniform can be bought from the school office. However, there is no requirement that children must wear branded items of clothing. Generic school uniform, such as that sold in supermarkets, is acceptable as long as it follows our school uniform code. Any parents who require support with providing school uniform should speak in confidence to Mrs Buckley in the main office or on 0161 789 1070.

Letting Charges

The school currently does not have any lettings. In the event of a letting, the Finance Manager is responsible for raising invoices for lettings on a termly basis.

Policy updated November 2015

Z Wilkinson

Headteacher