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Osmani Primary School

Reach For The Stars

Charging Policy

CHARGING AND REMISSIONS POLICY

OSMANI PRIMARY SCHOOL – MARCH 2025

Introduction
The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.
The policy has been informed by the LA policy and the DFE guidance and compliments the school's Charging for School Activities Policy and Pupil Premium Grant Policy.

Definition
The school day is defined as: 8:50 am – 3:15pm. The midday break does not form part of the school day.

Policy statement
During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.
Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.
Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in.
In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities].

Activities for pupils during school hours
A charge can be made to cover the cost of ingredients or materials where parents/guardians have indicated in advance that they wish to own the finished product.

Optional activities outside of the school day
Schools may choose to charge for other activities that take place outside school hours. Where a charge is made, the total collected must not exceed the cost of providing the activity. Parents must not be asked to subsidise cost to other pupils – they should only pay the cost of the activity per head (the total cost divided by the number of the pupils participating).

Costs that may legally be recovered are:

a. teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra
b. non-teaching staff
c. any materials, books, instruments or equipment provided in connection with the optional extra
d. Transport to an activity outside school hours.

We will charge for optional, extra activities provided outside of the school day, for example

1. **Breakfast club.**
2. **After School Club**

These is heavily subsidised by the school.

For the events below, *voluntary contributions* will be sought.

Curriculum trips
Refreshments on trips e.g. Pantomime, Seaside, Zoo etc.

Education partly during the school day
If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential Visit
Charges may be made to cover the full unit cost of board and lodging per pupil on a residential, whether it is classified as taking place within or outside school hours. Parents will be given a term notice of this charge in order to enable parents pay in instalments if they so wish.
Subsidised charges will be made for board and lodging. This will be reviewed on an annual basis.
Other charges will be made to cover costs when the number of school sessions missed by the pupil's totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating charges

There are a number of things to take into account when looking at charging for a residential trip:

a. whether it is classified in law as taking place within or outside school hours
b. charging for board and lodging
c. charging for transport
d. charging for activities

Classification of Residentials

By law, residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least half of the number of half days spent on the trip. Each school day is divided into two sessions. A half day is a twelve-hour period starting at noon or midnight.

Example 1: A residential trip leaving school at 12pm on Wednesday and returning at 9pm on Sunday, counts as nine half days and five school sessions, and is therefore classified as taking place within school hours for charging purposes.

Example 2: A residential trip leaving school at 12pm on Thursday and returning 9pm on Sunday, counts as seven half days and three school sessions, and is therefore classified as taking place outside school hours for charging purposes.

Music Tuition

No charge will be made if the music tuition is an essential part of the national curriculum.

Nursery places

From September 2019, we will offer full time places:

Children who are fully funded by the Government's 30 hours per week scheme

Through a top-up charge. Parents can apply for a full-time place by paying an additional £5.00 per hour (£75.00 per week for 15 hours, £2,850 per year) payable in advance every term.

Eligible benefits

Parents who are in receipt of the following benefits will, **in addition to having a free school lunch entitlement**, also be entitled to the remission of charges:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance

- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Contributions
Most trips/visits that we take children on are likely to be free. However, where an entry charge applies, the school will ask for a nominal contribution towards this cost and then subsidise the remaining balance.

Schools may invite parents to contribute towards activities that are exempt from charging.

- Where schools do ask for contributions, they must ensure and make it clear that children of parents who choose not to contribute will not be treated differently from those who do.
- Schools may also choose to subsidise, in full or part, charges for certain activities and pupils e.g. where a family has more than two children participating in the same event, if requested, a discount of 25% will be applied.
- No pupils should be excluded from the activity if their parents do not contribute. Where spaces are limited preference will be given to pupils who have made a contribution.
- If an activity cannot go ahead without sufficient contributions, this must be explained to parents when the contribution is requested. If the activity has to be cancelled due to sufficient funds, all monies received must be returned to parents.

Malicious Damage
Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

Responsibilities
The Headteacher will ensure that staff are familiar with and correctly apply the policy.

Monitoring of policy

This policy will be monitored by the School Business Manager and Head Teacher.

Evaluation of policy

This policy will be evaluated by the Governing Body. This evaluation will also inform school priorities.