Charging and Remissions Policy

1. Admissions
There is no charge for admissions.

2. School meals
There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount as decided by the LA.

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.

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).** However, for any organised day trip within school hours and workshops provided by a third party supplier to come into school**,** a voluntary contribution may be requested.

There is no charge for transport during school hours to school-organised activities, however, a voluntary contribution may also be requested.

Please refer to 'The cost of optional extras under section 5, where charges are made.

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 games 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 could be:

- 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

- 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.

The cost of optional extras
The Headteacher will decide when it is necessary to charge for optional activities.

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. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but who parents are unwilling or unable to pay the full charge. Please see Section 12: **Voluntary Contributions.**

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. So, 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 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

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. We 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 during and 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 other pupils will not 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
Oldfield 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.

Oldfield 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 may be remitted for pupil premium pupils, if agreed by Headteacher and Parents/Carers.

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

9. Extended services
Oldfield 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 side 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.

With the above in mind, we also provide a Breakfast Club (Early Riser's) for our school pupils. This runs from 7.55am – 8.50am. The children / parents can choose from 3 sessions, either with or without breakfast. The sum of £4.00 is charged for Session A – this provides breakfast plus an hour's childcare. Session B, £3.00, provides an hour's childcare without breakfast and session C, £2.00 provides just half an hour's childcare (no breakfast) and runs from 8.25 to 8.50am. These charges cover the cost of staffing and resources (including breakfast selections) each day.

The total charge does not exceed the cost of providing the staff to run the club, the activities and breakfasts. No parent is asked to subsidise others.

The school operates a Grab and Go service between 3.40pm and 4.00pm for parents to collect their child by car. Children signed up for this service will be collected from the classroom and looked after by school staff until collected by a parent or carer from Grab and Go. Places are limited, there is a charge of £1.00 per day per child to cover the cost of staffing and administration.

10. Damage to property and breakages

Where school property has been wilfully 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 give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit (provided that Working Tax Credit is not also received)
- Support under part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit.
- Universal Credit.
- Guaranteed Element of State Pension Credit.

Children of families who receive these payments are also entitled to free school meals. 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, where the charge may be prohibitive, this will be at the discretion of the Headteacher and Governors.

12. Voluntary contributions

The school, school governing body, or Local Authority 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 sufficient 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.

Inability or unwillingness to pay

Oldfield Primary School is committed to ensuring fair access and treatment of all students, 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. However, 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.

Signed by:

Viv Williams	**The Chair of Governors**	**Date:**	**13th October 2026**
Catherine Page	**Headteacher**	**Date**	**13th October 2026**
James Wye	**School Business Manager**	**Date:**	**13th October 2026**

This policy will be reviewed annually.