



**OLCHFA**

**Charges and Remissions  
2019 - 2020**

***Article 28 (UNCRC) - Every child has the right to an education. Different forms of secondary education must be available to every child.***

In accordance with statutory requirements, the LA must have a remissions policy to assist eligible pupils in their attendance on school visits/activities which are curriculum related. Olchfa has adopted the LA policy and regularly reviews the content.

### **Residential School Trips**

A charge will be made for accommodation and food costs for any approved residential school trip involving an overnight stay which is arranged for registered pupils. The charge will be the actual cost of provision for the pupil concerned or any lesser charge as may from time to time be determined by the LA/School.

The school is legally required to have in place a policy for the complete remission of any charges that would otherwise be payable in respect of accommodation and food provided for certain pupils on residential trips.

### **Eligibility for Remission**

Pupils in receipt of Free School Meals are entitled to remission of charges for any agreed residential school course or camp. The residential course must be a necessary part of the National Curriculum or agreed syllabus for RE or form part of the syllabus for a prescribed examination for which the school is preparing the pupil.

### **Optional Out of School Activities**

A charge may be made for optional activities arranged by the school/LA which take place outside school hours, where the activities are not a necessary part of the National Curriculum or agreed syllabus for RE and do not form part of the syllabus for a prescribed examination for which the school is preparing the pupil. The charge made will be the actual cost of the activity, including any necessary costs of supervision, divided by the number of participating pupils, or a smaller amount as may be determined.

### **Voluntary Contributions**

The school may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours.
- School equipment.
- School funds generally.

Voluntary contributions in cash or in kind may be made by parents, on the clear understanding that willingness to contribute by an individual parent shall not be taken into consideration when giving pupils access to school visits/activities.

The contribution must be genuinely voluntary and the pupils and parents who are unable or unwilling to contribute will not be discriminated against. However the activity may need to be cancelled if there are not enough voluntary contributions and there is no way to make up the shortfall.

### **Incidental Transport**

Where a pupil travels from home to a sanctioned activity, not provided by the LA or school, the parent will be required to pay the costs of transport in full where the activity is less than 3 miles from home. A request can be made to the LA to cover the cost of school transport where the activity is in excess of three miles from the pupil's home.

For further information on school transport please see the LA's Home to School Transport policy.

The school will endeavour to provide transport paid for from delegated budget for school activities. However, it may be necessary to make a charge for certain visits.

### **Public Examinations**

The cost of entering a pupil for public examinations will be charged to the parent only if:

- The exam is not one prescribed.
- Where the school has not prepared the candidate for that entry.
- A pupil misses a public examination for which he/she has been entered without a valid medical reason.

### **Music Tuition**

The cost of tuition in playing a musical instrument for an individual or group of four pupils or less, will be charged to the parent if the tuition does not form part of the syllabus for a prescribed public examination or is required by the National Curriculum.

### **Ingredients/Materials**

A charge may be made for ingredients/materials for practical subjects where parents indicate that they or the child wish to own the finished product.

### **Damage to Equipment/Property**

Parents may be asked to contribute towards damage to or loss of school equipment/property caused wilfully or negligently by the pupil.

### **Hire of School Premises**

The school will levy a charge on a cost recovery basis for all out of school use of premises.

### **Review**

The policy will be reviewed and ratified annually at a full governing body meeting at least once a year and recorded in the minutes.