Kirtlington
C.E. School

Charging for and Remissions for School Activities Policy

Reviewed and approved by: FGB

Policy Reviewed: October 2026

Future Review: October 2027

Rationale
Kirtlington CE Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. **The policy identifies activities for which:**
    - Voluntary contributions may be requested
    - Charges will be made
    - Charges will not be made
    - Charges may be waived

2. **Voluntary Contributions:**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

- If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.
- No child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will still be given an equal chance to be on the visit.

3. **In-line with Oxfordshire County Council (OCC) Guidance no charges will be made for:**
    - An admission application to any maintained school.
    - Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
    - Education provided 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 the school's basic curriculum for religious education.
    - Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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.
    - Education provided on any trip that takes place during school hours (see section 4).
    - Education provided on any trip that takes place outside school hours (see section 4)
        - 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 the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.

4. In-line with OCC Guidance Charges may be made for:

Activities outside School Hours
Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). (See Section 9)

Residential Visits during School Hours
The board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see Remissions Policy below) will be exempt from paying the cost of board and lodging.

To determine whether a residential trip/visit is in or out of school time, the following applies: If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Music Tuition
Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

5. School Charging Policy
As a school we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities, for example After-school Clubs.

It is the policy of Kirtlington CE Primary School that charges will (or may) be made as indicated below with some examples. Parental agreement will be obtained before a charge is made.

Activity or items which will/ or may be charged for	Notes	Charged or voluntary contribution
Materials, books, instruments, or equipment, where a parent wishes their child to own or hire them.	For example, a clay model – a charge to cover the cost of the clay.	**Charged** Financial support available as outlined in sections 7 below
Music tuition, where parents have opted for music tuition beyond that delivered as part of the school's curriculum; or where music tuition is extended.	The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils; or where instrument tuition is extended to a class to make this provision sustainable.	**Charged** Financial support available as outlined in sections 7 below
The board and lodging component of residential trips.	The charge will not exceed the actual cost.	**Charged** Financial support available as outlined in sections 7 below
Ingredients when cooking.	The charge will not exceed the overall cost of ingredients.	**Voluntary contribution**
After-School Clubs delivered by external providers.	A charge is made to cover the direct cost of the activity where fees are payable.	**Charged** Tuition fees are charged either directly by the external provider or collected for payment by the school. Financial support is available as outlined in sections 7 below
Workshops, speakers, visiting authors and artists etc to enhance the curriculum	Such opportunities are typically subsidised from the school budget, for example circus skills, dance. The contribution requested will not exceed the actual cost of the event.	**Voluntary contribution** Financial support available as outlined in sections 7 below
Trips and visits to enhance the curriculum and provide first-hand experience	Such opportunities are typically subsidised from the school budget, for example museum visits, historic builds etc. The contribution requested will not exceed the actual cost of the event.	**Voluntary contribution** Financial support available as outlined in sections 7 below

6. Families qualifying for charges to be waived or help with charges

If financial support is available in relation to a particular charge, it is indicated in the right hand column of the table above. Specifically, where children are eligible for Pupil Premium funding (see Oxfordshire pupil premium funding), Kirtlington will cover in full or part any charge or voluntary contribution.

Additionally, parents may claim help with some costs in the following circumstances:

- If more than one child in a family is going on a trip or visit and this puts the family under financial pressure.
- If a family is experiencing financial difficulty resulting from unforeseen circumstances.

Parents are encouraged to speak to the Headteacher to discuss what financial support is available.

7. Additional Considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of activities and visits (and their approximate cost) at the beginning of a term so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a ‘first pay, first served’ basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.