



OXHEY WOOD PRIMARY SCHOOL

POLICY FOR CHARGING FOR SCHOOL ACTIVITIES

The governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents'/carers' ability to pay.

Activities During School Hours

Parents will not be expected to pay for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.

In the event of other activities organised by the school during school hours, parents may be expected to pay for the following:

- individual or group (up to four) music tuition;
- the board and lodging element of all residential visits;
- activities arranged by a third party such as a travel agent or tour company or organisations that act independently of the School or the LA;
- replacing damaged or lost school property caused wilfully or negligently by their children.

Voluntary Contributions

The school may seek voluntary contributions for activities falling outside those described where charges may be made. Parents will be informed as early as practicable that the following conditions apply:

- such contributions are voluntary
- pupils will not be treated differently according to whether parents have made a contribution However, activities may not take place if there is insufficient financial support

Activities Outside School Hours

Charges will be made for optional courses or activities, which fall wholly or mainly outside school hours. (This does not include any activity that is required by the National Curriculum or to fulfil statutory duties relating to Religious Education.) Charges made for such activities may include an element for:

- pupils' travel costs
- pupils' board and lodging costs
- materials, books, instruments or other equipment
- additional staffing costs incurred
- entrance fees to museums, theatres etc
- insurance costs



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Remissions

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances; (The government plans to prescribe the circumstances when Universal Credit is fully rolled out.)
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Remissions will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher. The Headteacher and governors will consider sympathetically all cases of genuine need and will explore alternative sources of finance.