



# CHARGING AND REMISSIONS POLICY

Date Approved by Governors	October 2018
Review Date	October 2020
On behalf of Governors signed	
Print name	
On behalf of Governors signed	
Print name	
Principal's signature	

**All One In A Million Free School Policies have been devised to ensure that:**

- Students from all backgrounds and all abilities are welcome
- Each student has the opportunity to flourish and achieve their potential
- We value the individuality of each student within the context of membership of our community
- We are committed to raising educational attainment and improving our students' life chances
- We provide an environment in which all students will be self-aware, self-disciplined and confident
- All students will understand how to make a positive contribution to our extended community
- We support academic, creative and personal achievement through our focus on Sport, the Arts and Enterprise



## Charging and Remissions Policy

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The law states that education during normal school hours is to be free of any compulsory charge to parents/carers and we as the One In A Million Free School (OIAMFS) endorse that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, OIAMFS would find it quite impossible to maintain the quality and breadth of the education programme provided for students. OIAM Free School's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all students are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents/carers in certain defined circumstances – provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain students. The OIAMFS Governing Body has decided that until further notice its policy will be as follows:

- Day Visits: For visits occurring during school time OIAMFS may invite a voluntary contribution from parents/carers to meet costs. For visits outside school time, parents/carers will be charged for all allowable costs\*
- Residential Visits During School Time: The school may invite voluntary contributions from parents/carers to meet costs other than student's board and lodgings. If less than 50% of the visit falls outside of school sessions, the trip is defined as being in school time. The total length of the visit is measured in half days, and each school session represents one half day
- Residential Visits Outside School Time: Parents/carers may be charged for the full cost of the visit including all allowable costs\* and board and lodging. If more than 50% of the visit falls outside of school sessions, the trip is defined as being outside school time. The total length of the visit is measured in half days, and each school session represents one half day
- Allowable costs include: The student's travel and subsistence costs; materials, books, instruments and other equipment; non-teaching staff; costs of teaching staff where separately engaged under a contract for services for the visit or activity; entrance fees to museums, castles, theatres, etc; insurance costs, costs for staff training associated to enable safe running of the activity, any cover costs, and at the Governors' discretion any other costs incurred as a result of these optional activities
- Any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education: As for Paragraph 2
- Instrumental Music on an individual basis: A tuition fee is levied for instrumental tuition provided during school hours and a small charge is made for the hire of the musical instruments used in individual (or small group) tuition, if they are available. The charge may be subsidised in respect of students whose parents are judged to be in hardship.



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- The OIAM Free School may ask for a contribution towards the cost of materials for Food Technology lessons, and may ask students to bring in some ingredients
- Classroom Materials: No charge will be made for materials or equipment, other than as listed above. Parents/carers are asked to provide personal writing implements, geometrical drawing equipment, a calculator, an atlas, a water bottle, earphones and a dictionary. However, for certain practical activities parents/carers may be invited to provide materials on a voluntary basis. Where parents/carers would like to keep the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.
- Clothing: parents/carers are required to provide school uniform, sports wear, and a protective apron for practical work in accordance with the criteria set down by the OIAM Free School from time to time
- Breakages: Parents/carers may be required to meet the costs of all breakages, damage and/or loss resulting from a student's actions, behaviour or negligence.

### Remissions

In applying the above policy OIAMFS shall at all times take into account the following principles relating to the remission of charges.

- Where the trip takes place wholly or mainly during school hours, students whose parents/carers are in receipt of the following support payments may also be entitled to the remission of these charges:
  - Income Support
  - Income-based Jobseeker's Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the amount assessed by the Inland Revenue
  - Guaranteed State Pension Credit.
- The remission criteria set out above will also apply where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or forms part of the syllabus for religious education
- Requests from parents for financial assistance in relation to activities covered by this policy must be made to the OIAM Free School Principal who will consider them sensitively in accordance with the principles set out in this Policy.



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### **Voluntary Contributions**

Subject to the policy on remission of fees set out above OIAMFS reserves the right to ask parents/carers for voluntary contributions toward the cost of activities set out in this policy in accordance with the following provisions: -

- Where voluntary contributions are invited from parents/carers for any of these activities where appropriate, parents/carers may be informed that the trip or activity may not proceed if sufficient funds are not raised in this way

### **Monitoring, Evaluation And Review**

The Governing Body will review and amend this policy and procedure at least every two years or as required by:

- Changes in legislation
- Changes in guidelines from advisory bodies
- The effectiveness of the policy.

