

Otterham C P School

Charging and remissions policy

This policy was approved by the HAB

This policy will be reviewed annually on or before January 2026.

1 Admissions

The academy **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part of its admissions process.

2 Education provided during school hours

Subject to the limited exceptions outlined in this policy, the academy **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

3 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education.

4 School meals

- 4.1 The academy **does not** charge for school meals where the pupil is eligible for free school meals or infant free school meals.
- 4.2 Pupils who are not entitled to free school meals **will** be charged via AspensSELECT.

5 Prescribed public examinations

- 5.1 The academy **does not** charge for entry for a prescribed public examination (including resits) if the pupil has been prepared for it by the academy.
- 5.2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the academy **may** seek to recover the fee from the pupil's parent/carer.

6 Materials, books, instruments or equipment

- 6.1 The academy **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.
- 6.2 Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

7 Music, instrumental or vocal tuition

- 7.1 The academy **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition (but, in the case of tuition in playing a musical instrument, the group **will not** exceed four pupils).

- 7.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.
- 7.3 **No charge** will be made if the tuition is:
- provided to a pupil who is looked after by a local authority; or
 - provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the academy.

8 Transport

The academy **does not** charge for:

- transporting pupils to or from the academy's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the academy
- transport provided in connection with an educational visit

9 Residential visits

- 9.1 The academy **does 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 by the academy or is part of religious education
 - supply teachers to cover for those teachers who are accompanying pupils on a residential visit
- 9.2 The academy **will** charge for board and lodging relating to residential visits (see **section 10**).

10 Optional extras

- 10.1 The academy **does** charge for 'optional extras'.
- 10.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.
- 10.3 Optional extras include:
- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education
 - examination entry fee(s) if the pupil has not been prepared for the examination(s) by the academy
 - other transport (outside of that outlined in **section 8**)

- board and lodging for a pupil on a residential visit
 - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)
- 10.4 In calculating the cost of an optional extra an amount **will** be included in relation to:
- any materials, books, instruments or equipment provided in connection with the optional extra
 - the cost of buildings and accommodation
 - non-teaching staff
 - teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra
 - the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- 10.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

11 Voluntary contributions

- 11.1 The academy may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities.
- 11.2 Where it is intended that an activity is to be funded by voluntary contributions, the Headteacher will ensure that parents/carers are made aware at the outset that:
- the activity cannot be funded without voluntary contributions
 - there is no obligation to make any contribution
 - if insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled
- 11.3 No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12 Refunds

- 12.1 Request for refunds for activities will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.
- 12.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the HeadTeacher. If approved, refunds will be processed via the original method of payment.
- 12.3 The academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy on the basis of a pupil's breach of the academy's behaviour policy.

13 Damage to property and breakages

- 13.1 Where the academy's property has been wilfully or recklessly damaged by a pupil or parent/carer, the academy **may** charge those responsible for some or all of the cost of repair or replacement.
- 13.2 Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy **may** charge those responsible for some or all of the cost.

14 Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

15 Complaints

Complaints regarding this policy or its application should be raised under the academy's usual complaints procedure.