Ormiston Cliff Park Primary Academy

Charging and Remissions Policy

Adopted: May 2026

Review Date: May 2027

1 Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on Charging for school activities - GOV.UK (www.gov.uk) and Education Act 1996 (legislation.gov.uk), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements

2 Admissions

There is no charge for admissions.

3 Academy meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the schools, in conjunction with our caterer.

4 Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits.

There is no charge for examinations that are not on the set list, but have been arranged by the school.

There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school, or where the pupil is entered for examinations in the same subject with two examination boards (see Optional extras under section 6)

5 Activities that take place during Academy hours (this does not include the break in the middle of the Academy day)

There is no charge for activities during school hours with the exception of music tuition **(section 9).**

There is no charge for transport during school hours to school-organised activities, but voluntary contributions may be requested.

We may charge for:

- *books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)*
- *optional extras* ***(section 6)***

- *music or vocal tuition* ***(section 9).***

6 Activities that take place outside of Academy hours (non-residential)

There is no charge for activities that take place outside of Academy hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the Academy
- part of the Academy's basic curriculum for religious education.

Optional extras:

- education provided outside of Academy time that is **not:**
  a) part of the Curriculum
  b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy
  c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the Academy
- transport that is not taking the pupil to Academy or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- Breakfast and after-school clubs

The cost of optional extras

The Academy, in conjunction with the Principal and Vice Principal, Assistant Principal, will decide when it is necessary to charge for optional activities. The charges, when determined, will be communicated to parents appropriately.

Any charge made in respect of individual Students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of Students participating. In no circumstances will there be an element of subsidy required for any Students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge **(section 13).**

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional

extra, including supply teachers engaged specifically to provide the optional extra

- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The Academy will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

7 Activities that take place *partly* during Academy hours either on or off site

Where the majority of a non-residential activity takes place during Academy hours the charging of the activity will be the same as is outlined in **section 5.**

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of Academy hours the charge cannot include the cost of alternative provision for those Students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from Academy accompanying Students on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5.**

8 Residential activities

Our Academy will not charge for:

- education provided on any visit that takes place during Academy hours
- education provided on any visit that takes place outside Academy hours if it is part of the Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education
- supply teachers to cover for those teachers who are absent from Academy accompanying Students on a residential visit
- travel costs where the residential activity is classed as being within Academy hours
- residential activities that take place during Academy hours.

Our Academy will charge for:

Board and lodging

When any visit has been organised by the Academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during Academy hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 12** for more guidance on remissions.)

Travel

Travel charges may apply when the residential activity takes place outside of Academy hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those Students entitled to remissions, but no other Students will be charged extra to cover those costs.

Activities

The Academy may charge for residential activities that fall **outside** of Academy hours.

Calculating 'during school hours':

For residential visits, if the number of school sessions taken up by a visit is 50% or more of the total 'half days' spent on the visit, it is deemed to take place during school hours (even if some activities take place in the evening). The school day is required to be split into two sessions regardless of start and finish times. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

9 Music tuition within Academy hours

Ormiston Cliff Park Primary Academy follows government legislation that states that all education provided during Academy hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The Academy may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The Academy will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

The schools are dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition; therefore, parents of pupils on free school meals are encouraged to apply for funding to cover the cost of charges made for music tuition within school hours.

10 Extended services

The Academy is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our Academy to provide:

- high-quality learning opportunities either side of the Academy day
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of Students.

As such we will charge a nominal fee for breakfast and after-school clubs to cover the cost of staffing, lighting and heating etc. If a child does not attend a pre-booked session, the full fee will be charged in order to cover costs

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

11 Damage to property and breakages

Where Academy property has been wilfully damaged by a student or parent the Academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the Academy has been charged, the Academy may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

12 Remissions and concessions

The Academy will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Income related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children of families who receive these payments are also entitled to free school meals, and the schools may therefore choose to subsidise part or all of the payment of some charges for certain pupils. Where this is the case it will be made clear to the parents by the school.

Parents who are eligible for the remission of charges will be dealt with confidentially.

13 Voluntary contributions

The schools may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education, even where they take place within school hours.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Where a voluntary contribution has been made: -

- the total contribution will be refunded if a child is absent due to illness

- the total contribution will be refunded if the schools have to cancel an activity

- the excess contribution will be refunded if the total contributions exceed the total cost by over £5 per child

14 Inability or unwillingness to pay

Ormiston Cliff Park Primary Academy is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Nursery Funding and Charges

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours, or additional services. Parents and Carers are advised that we only accept the Government's Working Family Entitlement.

15 hours of provision will be spread over 5 daily sessions (either morning or afternoon but not a combination of both). Subject to availability, parents and carers who are not in receipt of 30 hours of funding may purchase additional sessions at the current price plus an additional daily charge for the half an hour of lunch time cover. Any additional sessions must be agreed before the start of each new term and take place on a regular basis and on fixed days.

This additional daily lunch time charge is also applicable for those in receipt of 30 hours of funding. The Academy does not charge a "top-up fee" for the sessions covered by the 15- or 30-hours funding received from the Local Authority, only for 30 minutes between sessions.

• Charges for additional services such as trips will be agreed in advance with families.
• Meals will be charged at the current rate.
• Consumables should be supplied by parents / carers. The Academy reserves the right to charge for nappies and other consumables if not supplied by parents / carers.

There are no charges for snacks. Families may either provide a packed lunch for their child attending during lunch or pay for a school meal.

If you are unable to pay these charges, please speak with the Principal, to discuss the alternative options available.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to the Principal. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met.

Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Our fees are reviewed annually in July. Families will be given at least 4 weeks' notice in writing to inform them of any change and given the opportunity to discuss their options with the Principal. Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.