



Company number 8180450

OUR LADY SEAT OF WISDOM UMBRELLA TRUST

CHARGING AND REMISSIONS POLICY

Charging and Remissions Policy

Introduction

All education during school hours is free. There is no charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the Governing Body, and will be reviewed annually or earlier if necessary.

Prohibition of Charges

The Governing Body recognises that legislation prohibits charges for the following:

- 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 for which the pupil is being prepared at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If insufficient voluntary contributions are received, a trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children are not treated differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is allowed to participate fully in the trip or activity.

The following is a list of some of the additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- musical events.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, no charge is made for the education element. However, parents are expected to pay at least the residential expenses of such trips; in addition parents are asked to contribute to the full cost of the travel and activity expenses, as these are beyond the scope of the main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Music tuition

All children study music as part of the normal school curriculum. No charge is made for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum

Remissions Policy

Parents whose children are eligible for Pupil Premium funding and parents who are experiencing financial hardship may be offered assistance in paying for the trip; alternatively a longer period of instalments will be made available to enable their children to access the activity.

Parentpay Charges

Payment for trips paid via the Parentpay online payment system includes a small administrative fee charged by Parentpay. The school will include the following extra amounts when requesting donations for trips.

Cost of Payment Item	Amount to be added in Parentpay
£0 - £5	5p
£5.01 - £10	10p
£10.01 - £20	20p
£20.01 - £30	30p
£30.01 - £40	40p
£40.01 - £50	50p
£50.01 - £60	60p
£60.01 - £70	70p
£70.01 - £80	80p
£80.01 - £90	90p
£90.01 - £100	£1

Please note that payments in cash will not be subject to any administration fee.