



Osmotherley Primary School

Charging and Remissions Policy

Agreed by Resources Committee	February 2024
Review Date	February 2025

The Education Reform Act recognises the principle of free school education whilst enabling charges to be made for certain activities. The Governors and School Leadership Team are committed to the principle of high quality education being provided free of charge.

However, budgetary restrictions are such that there are activities of sound educational value, which cannot be funded by the school alone.

Purpose

To promote a wide range of activities as part of a broad and balanced curriculum and as extra-curricular activities.

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1. Payment

Invoices for school meals and after-school clubs are issued and paid using Arbor.

a. Meals

Children eligible for Universal Free School Meals (Key Stage 1) and/or Free School Meals (Years R to 6) do not currently have to pay for meals. For all other years, parents / carers will be required to pay for school lunches in advance. For administrative purposes, wherever possible, the school would prefer payment to be made online using Arbor but cheques and cash are also accepted in the office. If you need support in setting up or using the online system, please contact the office. We understand that, on occasions, children may require additional or fewer meals than planned. If your child needs extra school dinners than originally paid for, parents / carers must top-up the meal payments online and if a child needs fewer meals, credit will be carried over.

Free School Meals

For information on free school meals where applicable please contact the School office.

b. Music Lessons, School Clubs & Activities

Music lessons and school-led paid clubs must be paid for in advance. Once parents / carers have booked their child / children into lessons or clubs, payment should be made prior to starting. If payment has not been received, you will be notified and your child will not be able to attend.

General fundraising and sponsorship may be used to permit additional activities.

2. School Trips

Trips which take place mainly out of school hours are chargeable. Activities which occur mainly within school hours and are in fulfilment of National Curriculum requirements will not normally be chargeable, although voluntary contributions will be requested.

Where a trip cannot be sufficiently funded via parent/carers contributions, it may have to be cancelled - this will be made clear from the outset.

3. Music Tuition

Instrumental music tuition and/or loan of instruments may be compulsorily charged unless it is part of a National Curriculum course. Children will have access to peripatetic music teaching. Commitment for such tuition is made for a whole academic year. Should children give up their tuition within the year, no refund will be given unless the place can be filled by another child. Written notice must be provided by the end of the Spring Term to discontinue peripatetic music tuition for the following academic year. For information and charges for music tuition in accordance with NYCC guidelines, follow link provided in Appendix A.

4. Craft Activities/ Cookery Club

In practical/craft activities parents/carers may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product.

5. Residential Activities

The School currently organises residential visits in upper Key Stage 2 (Year 5 & 6). Parents will be asked to pay for residential costs of off-site activities and may be asked for voluntary contributions to cover the cost of travel and organised activities. Parents/carers will be advised of the cost of the residential visit at least six months prior to the visit taking place.

6. Financial Assistance

Requests from parents/carers for financial assistance will be sympathetically considered in consultation with the Head Teacher and Chair of the Resources Committee, and will be provided within the limits of the school budget. Complete confidence will be observed in such matters.

Parents in receipt of the following benefits are exempt from paying the cost of board and lodging during a residential visit:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

7. Breakfast and After-school Club

Breakfast and After-school Club is provided by Osmotherley Pre-School.

8. Damages

Parents/carers will be asked to pay for the cost of damages to school's property e.g. defaced books, broken windows, where the damage is intentional or results from the child's behaviour or negligence.

9. Over-due / Late Payments

A list of payments will be kept and reconciled with the financial accounts.
There will be an escalation process for any debt owed to the School.

10. Payment Methods

The school's preferred method of payments is online via Arbor, but cheques and cash are also accepted in the office. All payments are recorded in the school accounting system.

Appendix A

NYCC music tuition charges can be found here

<https://www.northyorks.gov.uk/music-lessons-and-instrument-hire>

For the current charges for Breakfast and After-School Club, please contact Helen Fawcett at Osmotherley Pre-School 01609 883138 /

info@osmotherleypreschool.co.uk