

Oldswinford C.E. Primary School

Charging and Remissions Policy



Reviewed July 2025

Approved by the Governing Body: November 2025

Due for review: July 2028

SECTION ONE

Context

Oldswinford Church of England Primary School (OCEPS) is a voluntary controlled primary school within the diocese of Worcester. We are a much larger than average primary school averaging 420 pupils on roll. Children from Reception to Year 6 are taught in two classes in each year group. OCEPS is a popular school which is consistently over-subscribed.

“The pupils are polite, courteous, confident, articulate and keen to do their best. Children feel safe in school, and have great confidence in their teachers and other adults in school to help with any problems they have.” Ofsted January 2018.

Vision, Values & Ethos

We fully embrace our distinctive church school ethos and wholeheartedly promote the whole child and the fullness of life, as set out in our ethos, vision and values:

‘Believe, achieve and shine brighter together’

At Oldswinford Church of England Primary School we believe that there is a light which shines within each of us – a light that has been given to us by God, which we should use to help us achieve great things.

We believe it is our job to help that light to shine in all that we do and all that we try to do.

Believe

‘Everything is possible for one who believes’

Mark 9:23

As a Church of England school we offer all children an invitation into the Christian faith, a chance for them to develop spiritually as well as intellectually, socially and morally. We want children to believe in their own abilities, to persevere when things are tough and we encourage them to aim high and follow their dreams.

We want them to have the confidence to stand up to injustices and to make wise choices.

Achieve

‘Whatever you do, work at it with all your heart’ Colossians 3:23

We have high aspirations for all our learners and believe that every child should have the chance to reach their potential. We recognise that achievements come in many guises and we look to celebrate each child’s individual talents. We want to ensure our children are prepared for the next steps in their learning journey and they have all the skills they need to flourish and be happy.

Shine brighter together

‘Let your light shine for others, so they may see your good works’

Matthew 5:16

We believe that we all belong to one big family and each of us has a special part to play. We understand the need for our children to be responsible citizens especially when caring about our world and the people around us. As individuals we are unique and special but together, with God, we can be exceptional.

Our vision and 7 key Christian values of love, respect, trust, courage, forgiveness, generosity and joy enable us to ‘believe, achieve and shine brighter together’.

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with the Authority's guidance on: Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which contributions will be requested from parents.

Responsibilities

The Governing Body of Oldswinford CE Primary School is responsible for determining the content of the policy and the Headteacher for implementation.

Prohibition of Charges

The Governing Body of Oldswinford CE Primary School recognises that the 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 that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of religious education;
- 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.

Publication of Information

A summary informing parents of this policy is included in the School Parents Handbook. The full policy will be available at the school office for any parent and will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

At Oldswinford CE we do not wish to penalise any child due to financial hardship of the family.

The only charges that will be made are in relation to Out of School Hours activities and clubs run by outside organisations / tutors. Our Business & Resources Manager ensures session costs are relevant and affordable.

Remissions

This school only asks for contributions towards the costs of a residential visit. There is no charge determined for board and lodging.

Voluntary Contributions

Parents are invited to make a contribution towards the following costs:

- a) board and lodging, activities and transport costs incurred on the Y6 residential visit (the contribution is less than the cost of the visit for each child.)
- b) the proportionate costs for an individual child of activities occurring within school hours. This contribution might cover/ partially cover the cost of travel, materials and equipment and entrance fees.
- c) Swimming provision transport costs.
- d) one off extra curricular activities / after school activities
- e) breakages and replacements as a result of damages caused wilfully or negligently by pupils

The terms of any request made to parents will specify that the request is for a contribution. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- c) that if there are insufficient contributions to make an activity financially viable, the activity will not go ahead

The responsibility for determining the level of contribution is delegated to the Headteacher. Planned activities which provide additional enrichment or enhancement of the curriculum may be cancelled if the total level of contribution is such that the school enrichment budget cannot afford to meet the other costs that would be incurred. Activities that are essential as part of the National Curriculum will take place regardless of the level of contribution received from parents and carers.

(Signed)_____

Dated _____

(Headteacher)

(Signed)_____

Dated _____

(Chair of Governing Body)