



## THE OAKS ACADEMY

### CHARGING AND REMISSIONS POLICY

2018 – 2019

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| <b>PERSON RESPONSIBLE FOR POLICY:</b>   | Mrs E Hooley                                 |
| <b>APPROVED:</b>  | Carried over from Kings Grove High School    |
| <b>SIGNED:           Headteacher</b><br><br><b>                          Chair of Board of Trustees</b> | <i>E. Hooley</i><br><br><i>Stephen Roddy</i> |
| <b>TO BE REVIEWED:</b>  | July 2019                                    |

#### Introduction

All education during school hours is free. However, to enrich the curriculum, other activities; sometimes off-site and in addition to the normal curriculum are offered during the school day. Activities arranged outside of the school day may be charged for.

#### Educational trips and residential visits

The Governing Body places a high value on the benefits gained by pupils participating in educational trips and residential visits in support of the curriculum and development of interpersonal skills. When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. Such a contribution is not compulsory but the visit may not be able to take place unless parents help in this way. Every effort is made to keep costs at a reasonable level and at The Oaks Academy we subsidise the cost of the trip any child in receipt of Pupil Premium.

The following is an illustrative list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Educational visits, which enhance the curriculum and which require transport expenses;
- Sporting activities which require transport expenses;

- Outdoor adventure activities;
- Visits to the theatre;
- Artist in Residence
- Musical or theatrical events.

If the school organises a residential visit in school time or mainly school time, we ask for voluntary contributions towards the cost of the visit. All visits are regularly evaluated in order to offer the best value for money to our parents and children. Those children in receipt of the Pupil Premium are subsidised by the school.

### Music tuition

Pupils study music as part of the normal school curriculum. We do not charge for this. The school funds class instrumental lessons including singing and keyboard.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Parents are charged for these directly by the music specialist.

### Teacher Clubs

Our teachers give up their time voluntary to offer extra-curricular activities. A cost may be made to cover the additional materials and resources used.

## Lettings

### **Introduction**

The Governing Body of The Oaks Academy regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

### **Definition of a Letting**

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Charges will be made for the use of the school premises. We work to a sliding scale and the charges are largely dependent on the nature of the provider. For example, we believe it is only fair to charge less for a charitable organisation and for those users providing a valuable service to our pupils.

The Governors are responsible for setting charges for a letting on the school premises.

A charge will be levied which includes but is not limited to the following:

- Cost of services (e.g. heating and lighting etc.)
- Cost of staffing (e.g. security, caretaking and cleaning etc.)

- Cost of 'wear and tear'
- Cost for use of school equipment

#### **STAFFING**

All lettings must have one or more of the following in attendance:

School Caretaker.

Member of school teaching staff.

School Governor

School key holder

Invoices will be issued at the end of the calendar month and payment must be made within 28 days of the date of invoice. Failure to make payment will result in termination of contract.

Charges will be reviewed annually.

#### **Public Liability and Accidental Damage Insurance**

All organisations submitting applications for letting of school premises must certify that they possess an appropriate level of cover for the activity being undertaken. The minimum level of cover required by the Governing Body is £2,000,000.