



Charging and Remissions Policy

Reviewed by Finance and Personnel Committee

Approved by Finance and Personnel Committee,

November 2019

Next review November 2022

Statutory

We believe that all our pupils should have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our approach to charging and remissions in line with sections 449 to 462 of the Education Act 1996. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1	Admissions	No charge will be made for admission
2	School meals	No charge will be made for pupils entitled to free school meals. We will charge all pupils not entitled to free school meals an amount determined by the local authority.
3	Public examinations	The School will not charge parents for the cost of SATS tests.
4	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session & do not include the break in the middle of the school day)	No charge will be made for activities provided during school hours (with the exception of music tuition - see Section 8) No charge will be made for transport during school hours eg to swimming It may be necessary to ask for a voluntary contribution to cover the costs of these activities, for example entrance fees or coach hire on external trips during school hours (see section 12).
5	Activities for pupils that take place outside school hours (non-residential)	No charge will be made for an activity that takes place outside school hours when it is: <ul style="list-style-type: none"> ○ a necessary part of the curriculum ○ part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school ○ part of the school's basic curriculum for religious education <p><u>Optional extras</u> We may charge for some other activities that take place outside school hours. The Head Teacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Head Teacher and the Resources Committee Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating. Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> ○ teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra) ○ non-teaching staff ○ any materials, books, instruments or equipment provided in connection with the optional extra ○ transport to an activity outside school hours

6	Activities that take place partly during school hours either on or off site (non-residential)	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 5.</p>
7	Residentials	<p>Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.</p> <p><u>Board and lodging</u> We will charge pupils the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging. (see section 11 for details of remissions.)</p> <p><u>Travel</u> If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although a voluntary contribution may be sought. Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).</p> <p><u>Activities on residential</u> If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will not be made for the educational activities provided in certain circumstances, as described in section 5.</p>
8	Music tuition within school hours	<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc)</p> <p>No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities) other than the purchase of a recorder and recorder book.</p> <p>No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc)</p>

		<p>Where the School makes facilities available for other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils, all charges for such tuition will be a private arrangement between the parent and tutor. Parents are also expected to pay the examination fees for any Music Grade examination their children are entered for as part of this tuition.</p> <p>Subject to the availability of external funding, we may make a contribution to these charges for pupil premium pupils, in order to ensure specialist music tuition is accessible and affordable for all children. Decisions on the award and level of such contributions will be determined on a case-by-case basis by the Head Teacher, using criteria and within funding limits agreed in advance by the Governing Body.</p>
9	Childcare	<p>We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Governing Body, and in accordance with any requirements set by the local authority where it is subsidising the provision. For further information on charges, please see Islington Day Care Charges 2019</p>
10	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined on a case-by-case basis by the Head Teacher with advice from those involved.</p> <p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined on a case-by-case basis by the Head Teacher with advice from those involved.</p>
11	Remissions and concessions	<p>We will comply with legal requirements for remissions for pupils defined as eligible for Free School Meals. We may remit, in full or part, charges for certain other activities and other pupils, as determined by the Head Teacher with the governing body. The circumstances in which remissions are applied will be reviewed regularly.</p>
12	Voluntary contributions	<p>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.</p> <p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>