



Prior Weston Primary School and Children's Centre Charging and Remissions Policy

Charging and Remissions Policy		
	Signature	Date
Head Teacher	Andrew Boyes	4/7/2017
Governing Body	Resources Committee	4/7/2017
Next review date	July 2020	

Introduction

This policy is based on the model Charging and Remissions Policy from Islington 2012.

At Prior Weston we want every child to have an equal opportunity and 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 the school's approach to charging and remissions, which is informed by local authority (LA) guidance. The school's intention is to ensure transparency in setting charges to ensure all children are able to access 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 admissions to the school.
2	School meals	No charge will be made for pupils entitled to free school meals (FSM).
		We will charge all pupils not entitled to free school meals an amount determined by the LA, contractor or Governing Body of the school, as appropriate. Currently (July 2016) there is no charge for school meals for any child in any Islington primary school.
3	Activities for pupils that take place during school hours <i>('school hours' are those when school is actually in session and do not include the break in the middle of the school day)</i>	Reasonable charges may be made, in advance, for any non-statutory activities provided during school hours that have resulted in the school being charged e.g. children's trips and experiences out of the classroom.
		No charge will be made for transport to and from statutory curriculum-based activities during school hours e.g. swimming.
		A charge may be made to cover the cost of ingredients and/or materials for specific curriculum-related projects.
4	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) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) 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</p>



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		<p>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 as required on the recommendation of the Head Teacher.</p> <p>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.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> a) the services of an external organization or coach who run before or after school clubs for the school b) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra c) non-teaching staff d) any materials, books, instruments or equipment provided in connection with the optional extra e) transport to an activity outside school hours
5	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 3.</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 4.</p>
6	Residential Visits	<p>Residential visits 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 an amount up to the full cost of board and lodging on residential 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.</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</p>



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		<p>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 be made for the educational activities provided (see section 4).</p>
7	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 a pupil.</p> <p>We will charge for all 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. Charges will be negotiated with the specialist tutor, determined by the Head Teacher and may vary depending on size of group, length of lesson and type of instrument.</p>
8	Childcare	<p>We will charge families for any childcare offered to children before and after school (Breakfast Club / Night Owls and play schemes 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.</p> <p>Places booked for before and after school clubs and the holiday play scheme will need to be paid for even if the child is unable to attend (through illness or other absence)</p> <p>Late collection from Night Owls will incur a charge of £1 per minute late. Failure to pay this charge may result in the place being withdrawn.</p>
9	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to willful damage or breakage of school property. The Head Teacher, in consultation with the Governing Body, will determine this.</p> <p>We may seek to recover some or all of the costs incurred due to willful damage or breakage of property belonging to a third party where the school has been charged. The Head Teacher, in consultation with the Governing Body, will determine this.</p> <p>A charge of £5.00 will be made for each and every lost or damaged library book.</p>
10	Remissions	<p>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body and advised by the Head Teacher. The circumstances in which concessions are applied will be reviewed regularly.</p>



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11	Voluntary contributions	<p>We may, in certain circumstances, invite parents to make a voluntary contribution towards activities that are exempt from charging.</p> <p>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 his or her 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>
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