

Charging and Remissions Policy 2015-16

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Canonbury Primary School - Charging and Remissions Policy

Introduction

We would like all our pupils to have an equal opportunity to benefit from school activities, both on and off site regardless of their family's financial means. This policy covers trips within and outside of the curriculum. Set out within this policy is our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer at Canonbury.

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

Chargeable activities

A charge will be made for the activities listed below, with the following exceptions

- no/a reduced charge for pupils legally entitled to relevant remission eg FSM
- no/a reduced charge for eligible pupils according to the school policy on concessions agreed by the HT and governors and regularly reviewed
- no/a reduced charge for eligible pupils according to local authority requirements where it is subsidising provision

In no circumstances will a charge be requested to subsidise the cost of a non-paying child. Charges are limited to the direct cost of the activity, plus an appropriate charge for administration etc as agreed annually by the school governors. In the case of after school clubs and activities, the school will make an appropriate charge expected to cover costs across all relevant afterschool provision and this will also be reviewed annually.

The activities currently subject to a charge are:

- school meals where the current borough policy is revised to reinstate charging for school meals
- certain public exam fees defined in section 3 of the table attached to this policy
- optional extras outside school hours which are on or offsite - eg after school clubs, breakfast club - section 5, 6
- board and lodging on all residential trips - section 7
- activities on residential trips classified as outside school hours - section 7
- instrumental and vocal tuition requested by parents and delivered by specialist teachers - section 8
- childcare - section 9
- wilful damage to property - section 10

Activities subject to a voluntary contribution

The school will seek a voluntary contribution to cover the direct costs of the activities below. In no circumstances will a voluntary contribution be requested to subsidise the cost of a non-paying child. We will make it clear that the children of families who do not wish to pay will not be treated differently from those who pay. However the school has limited funds to subsidise a shortfall in contributions and activities may need to be cancelled where there are insufficient funds. In this case all contributions will be refunded to parents.

Activities subject to a voluntary contribution are:

- certain public exams - section 3
- activities during school hours both on and offsite, including transport, ingredients and materials
- activities on residential trips classified as during school hours - section 7
- travel to residential activities classified as within school hours - section 7

Implementation and Monitoring

It is the responsibility of the HT to ensure the following are adhered to:

- that it is made clear to families where they are being asked for either a charge or a voluntary contribution to cover an activity.
- to determine where pupils are eligible for reduced/no charging and to ensure that the correct charging is made and all monies collected by the school.
- to determine that voluntary contributions are correctly calculated and sought.

The HT and SBM will work together to monitor the financial impacts of the above policy and report annually to the school governors in advance of budget setting for the following next year. The charging for after school clubs and activities will also be reviewed at this point.

The HT will formally submit the concessions policy for review at least once a year to the F&P where there are financial implications.

It is important that the financial aspects are considered alongside the wider benefits of participation to the community as a whole and the HT and Governor's will seek to balance these benefits against financial costs.

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for pupils entitled to free school meals.
		At present all children are entitled to a free meal at Canonbury, should they choose to take it. This is subject to change and where necessary we will charge all pupils not entitled to free school meals an amount determined by the local authority, contractor or governing body of the school.
3	Public examinations	No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.
		Where supported by school, we will not charge parents for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school.
		Where supported by school, we will not charge parents the entry fee if the examination is not on the set list, but the school has arranged for the pupil to take it
		We may charge parents the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Headteacher.
4	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and 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.
		A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.
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) 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 outside school hours. The Headteacher 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 Headteacher and the finance committee.</p> <p>We will make an appropriate charge that we would expect to cover the anticipated costs across all the after school provision and will review this annually to ensure that there are no material over or under charges made and therefore decide what corrective action to take.</p> <p>Relevant costs include:</p> <ol style="list-style-type: none"> a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) 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>Residential 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. (See section 11 of guidance for details of legal entitlements to 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 be made for the educational activities provided (see section 5).</p>

8	Music tuition within school hours	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).
		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). This includes instrument hire, music books etc.
		No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).
		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 determined by the Headteacher and the appropriate committee of the governing body and may vary depending on size of group, length of lesson and type of instrument.
		Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in section 11 of guidance as well as in certain other circumstances (eg for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.
9	Childcare	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.
10	Damage to property and breakages	We may seek to recover some or all of the costs incurred due to wilful damage, breakage or loss of school property. This will be determined by the Headteacher.
		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 by the Headteacher.
11	Remissions and concessions	We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible for free school meals.
		We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.
12	Voluntary contributions	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.
		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.

The following charges have been agreed for the 2014/15 financial year and will be reviewed annually and amended where necessary.

School trips (non-residential)

Voluntary contributions will be requested for most trips/visits to cover all associated costs with the exception of travel. The amount requested will be split equally between all pupils.

School trips (residential)

Contributions to cover the cost of board, lodging and educational activities deemed to be outside of school hours will be requested from all pupils attending the trip with reduced fees offered to any pupil's eligible for FSM's. The amount payable by FSM pupils for this financial year has been agreed at £100 per pupil. Coach costs and any associated travel costs will be paid by the school or by fundraising.

Music Tuition

We will charge for instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. The charges agreed for this financial year have been set at £28 per hour of tuition in line with current Visiting Music Teachers fees. This fee may be split for pupils attending shorter sessions or in groups of 2 or more pupils.

Childcare – Playcentre

The school will charge for childcare in line with the parameters set out in the LA's guidance in order to obtain funding to support the school in providing this essential service. The charges agreed for this financial year have been set at £7.50 for full paying pupils and a concessionary rate of £5.00 will be charged for FSM pupils, second and subsequent siblings, disabled pupils and those attending Playcentre following another after school club activity.

Childcare – Breakfast club

The charges agreed for this financial year are £3.50 for full paying pupils and a concessionary rate of £3.00 will be charged for FSM pupils, second and subsequent siblings and disabled pupils.

Childcare – Holiday clubs

The school will determine the charges for holiday childcare on a termly basis and will offer a concessionary rate for FSM pupils, second and subsequent siblings and disabled pupils.

After school clubs

The charges for this financial year have been agreed at £3.50 for full paying pupils and a concessionary rate of £3.00 will be charged for FSM pupils and disabled pupils.

For all of the above with the exception of Music tuition the school may agree further reductions or free of charge places to pupils on a case by case basis. Any reductions outside of those listed above must be agreed in advance by both the Head teacher and the Finance Committee.