



**PALMERS CROSS
PRIMARY SCHOOL**

Charging & Remissions Policy

Head of School – Mrs L Dollery

Last Review of Policy: July 2015

Charging and Remissions policy for Palmers Cross Primary School

Introduction

We want all our pupils to 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 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 provision on offer. The policy complies with the requirements of the Education Act 1996. Where 'parent' is referred to this will include adults with a responsibility for the pupil.

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, contractor or Interim Executive Board of the school, as appropriate.

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 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 Head of School.

4. Activities for pupils during school hours
- No charge will be made for activities provided during school hours (with the exception of music tuition)
- 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 of school hours (non-residential)
- No charge will be made for an activity that takes place outside school hours when it is:
- 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

Optional extras

We may charge for some other activities that take place outside school hours. The Head of School 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 of School.

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:

- 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 within either on or off site set out (non-residential)

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 school hours, and will apply the same criteria to charging as in section 4.

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.

7. Residential

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.

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. With the exception of those entitled to remission: in such cases no charge will be made for board and lodging.

Travel

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).

Activities on residential

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).

8. Music Tuition

No charge will be made for the music tuition, if it is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (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 Head of School and the appropriate committee of the Interim Executive Board 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 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, with the level of fees and any remissions to be set and reviewed regularly by the Interim Executive Board, 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 or breakage of school property. This will be determined by the Head of School.

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 Head of School.

11 Remissions and concessions

We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible.

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Interim Executive Board, advised by the Head of School. The circumstances in which concessions are applied will be reviewed regularly.

12. Voluntary contributions

We may in certain circumstances invite parents to make 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.