

*“A unique family working together to be the best”*

**Forest Lodge Community Primary School**



# **Charging & Remissions Policy**

## Charging and remissions policy for Forest Lodge Community 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.

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 governing body of the school, as appropriate.
3	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. No charge will be made for transport during school hours. A charge may be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product
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"> <li>a) A necessary part of the curriculum</li> <li>b) Part of a syllabus for a prescribed public examination that the child is being prepared for at the school</li> <li>c) Part of the school's basic curriculum for religious education</li> </ul> <u>Optional extras</u> We may make a charge for some other activities that take place outside of school hours (e.g breakfast club, after school club). 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.  Costs we can legally recover are as follows: <ul style="list-style-type: none"> <li>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</li> <li>b) Non teaching staff</li> <li>c) Any materials, books, instruments or equipment in connection with the optional extra</li> <li>d) Transport to an activity outside school hours</li> </ul>

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 <b>within</b> school hours, we must treat the activity <b>as if it is fully within</b> 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 <b>outside</b> school hours, we must treat the activity <b>as if it happens fully</b> outside school hours, and will apply the same criteria to charging as set out in section 4.</p>
6	Residentials	<p><u>Travel</u></p> <p>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.</p> <p>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 for remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).</p> <p><u>Activities on residential</u></p> <p>If the residential is classified as being within school hours no charge can legally be made for the educational activities provided.</p> <p>If the residential is classified as being out of 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 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 within the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc.</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>Currently no charge will be made for instrumental or vocal tuition within school hours in order to make specialist music tuition accessible and affordable for all children. This is funded through Pupil premium funds.</p>
8	Child care	<p>We will charge families for any childcare offered 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 this provision. (not currently applicable).</p>
9	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 by the Headteacher.</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 by the Headteacher.</p>
10	Remissions and concessions	<p>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.</p>

11	Voluntary contributions	<p>We may in certain circumstances invite parents to make a voluntary contribution toward activities that are exempt from charging. Where we do ask for a voluntary contribution, 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 an activity if their parents choose not to 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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