



CHARGING AND REMISSIONS POLICY

DUNCOMBE PRIMARY SCHOOL

Reviewed by: Governors Finance Committee

Review Date: February 2018

Next Review Date: February 2019

Charging and remissions policy for Duncombe 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.

The SchoolMoney Service

The school has now installed a new system as part of the Teacher2Parents service we have at Duncombe, called 'SchoolMoney' which offers a cost effective way of handling payments through an easy to use online secure payment system to allow parents to pay for school trips, breakfast Club, SWES (after school club), school uniform and other school activities. The software has many features including the issue of receipts, reports to monitor money received, payments outstanding, messaging service and many more.

We are encouraging all parents to pay by using the above system, as a much more secure and safe way of receiving payments for facilities at Duncombe. This will reduce the use of cash payments and the collecting of money.

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for school meals regardless of pupils' entitlement to free school meals to be in line with the current Council's Guidelines/Policy
3	Public examinations	No charge will be made for the entry fee to any examination for which the pupil has been prepared at the school.
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 e.g. to swimming.
		A voluntary contribution 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
		We may request a voluntary contribution for some other activities that take place outside school hours. The Head teacher will decide which activities we make a charge for.

		<p>The levels of charge (including any remissions) will be set annually on the recommendation of the Head teacher and the finance committee.</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) 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).	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.
		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 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><u>Board and lodging</u></p> <p>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) (but no paying pupil will be required to subsidise the cost of non-paying pupils).</p>
		<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 to 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 outside school hours, a charge may 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).
9	Childcare (SWES)	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	Breakfast Club	We will charge parents for childcare and Breakfast offered to children before school to attend our Breakfast Club. 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 and outside organisations where it is subsidising the provision.
11	Tuck Shop	We will charge parents a nominal amount to provide children with a healthy snack at morning break/playtime (presently twice a week). The level of fee and any remissions to be set and reviewed by the governing body.
12	School Uniform	We have a monthly School Uniform Shop where parents are able to purchase school uniform, the charge to parents is for the cost of itemised uniform at a retail cost that the school purchase direct from the manufacturers. Parents are also able to purchase uniform direct by using the on-line ordering service. School uniform is non-profitable and no additional costs are administered.
13	Consumable Resources	We will charge parents for resource items to be replaced that have either been lost or damaged. The cost of these items to be set and reviewed regularly by the governing body.
14	Damage to property and breakages	We may seek to recover some or all of the costs incurred due to willful damage or breakage of school property or property belonging to a third party where the school has been charged. This will be determined by the head teacher.
15	Remissions and concessions	We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible in section 11a of Cambridge Education @ Islington or successor guidance.
		We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Head teacher. The circumstances in which concessions are applied will be reviewed regularly.
16	Working Parents – Childcare Vouchers	Any parent who receives ‘Working Parents Childcare Vouchers’ through their employer can use these vouchers as payment towards SWES, Breakfast Club and Residential School Trips. The school office should be informed by the parent before any payment is made.

Policy agreed by Governing Body on
Review date February 2017.