Robert Blair Primary School
Charging and Remissions Policy

Reviewed: Autumn 2024
Approved by Resource Committee September 2024
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Version No.	Date	Approved by	Review Frequency	Review Date
3	September 2024	Resource Committee	2 Years	September 2026

The aim of this policy is to set out Robert Blair Primary School's approach to charging and remissions, and is informed by local authority guidance. Its intention is to ensure:

- all children have an equal opportunity to benefit from school activities, both on and off site and within and outside the curriculum, regardless of family financial means.
- all children are able to access all provision offers
- transparency in setting charges

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

1 .	Admissions	a. No charge
2.	School meals	a. No charge for children entitled to free meals b. Children not entitled to free school meals will be charged an amount determined by the local authority. The Islington local authority provides free school meals to all pupils.
3.	Public examinations	a. No charge for entry fee if the examination is on the set list and the child has been prepared at the school b. Where supported by the school, no charge for the entry fee if the examination is on the set list, but the child has not been prepared by the school c. Where supported by the school, no charge for the entry fee if the examination is not on the set list, but the school has arranged for the child to sit it d. Parents may be charged if a child fails, without good reason, to complete the requirements of a public examination and the school originally paid the entrance fee. This will be decided by the Headteacher
4.	Activities for children **during** school hours (excluding break during the middle of the school day)	a. No charge will be made for activities provided during school hours (with the exception of music tuition – see section 8) b. No charge will be made for transport during school hours (eg to swimming) c. Voluntary contributions will be requested to cover the cost of materials/ingredients where parents/carers have indicated in advance that they wish to own the finished product
5.	Activities for children **outside** school hours (non residential)	a. No charge will be made for an activity that takes place outside school hours when it is: i. a necessary part of the curriculum ii. part of a syllabus for a prescribed public examination which the child is being prepared for by the school iii. part of the school's basic curriculum for religious education

		b. Optional Extras: Other activities which take place outside school hours may be charged. The level of charges, including any remissions, will be set annually on the recommendation of the Headteacher and the Leadership & Management Committee c. Where a charge is made, the total collected will not exceed the cost of providing the activity, and parents/carers will not be asked to subsidise the cost to other children by paying more than an amount equal to the total cost of the activity divided by the number of children participating d. Costs that may legally be recovered are: i. teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra ii. non-teaching staff iii. materials, books instruments or equipment provided in connection with the optional extra iv. transport to an activity outside school hours
6.	Activities that take place **partly during** school hours either on or off site (non residential)	a. Where the majority of time spent on a non-residential activity is within school hours, the activity must be treated as if it is fully within school hours, and the charging criteria set out in section 4 above applied b. Where the majority of time spent on a non-residential activity is outside school hours, the activity must be treated as if it is fully outside school hours and the charging criteria set out in section 5 above applied

7.	Residentials	a. The residential is classified as being within school hours if the number of school sessions missed by the children is at least 50% of the number of half days spent on the trip b. <u>Board and lodgings</u> Children will be charged an amount (up to the full cost of board and lodging) on residentials, whether it is classified as taking place within or outside school hours **except** where children are legally entitled to remissions. In such cases no charge will be made for board and lodging (see section 11 below) c. <u>Travel</u> i. Where residentials are classified as being within school hours, no charge can legally be made for travel costs, although a voluntary contribution may be sought. ii. Where residentials are classified as being outside school hours, a charge will be made for travel to cover the unit cost per child other than those entitled to remissions (but no paying child will be required to subsidise the cost of non-paying children) d. <u>Activities</u> i. Where residentials are classified as being within school hours, no charge can legally be made for the educational activities provided. ii. Where residentials are classified as being outside school hours, a charge will be made for the educational activities provided (see section 5)
8.	Childcare	a. Families will be charged for childcare offered to children before and after school (and during school holidays) with the level of fees and remissions to be set and reviewed regularly by the governing body, and in accordance with Local Authority requirements, where it is subsidising the provision
9.	Damage to property and breakages	a. The recovery of some, or all of the costs incurred due to wilful damage or breakage of school property may be sought. This will be determined by the Headteacher with advice from those involved b. The recovery of 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, may be sought. This will be determined by the Headteacher with advice from those involved
10.	Remissions and concessions	a. Legal requirements for remissions, as outlined throughout this policy, will be complied with for children defined as eligible in section 8 of DFE guidance. b. Charges may be subsidised, in full or part, for certain activities, on the recommendation of the Headteacher and Leadership and Management Committee. The circumstances in which

		concessions are applied will be regularly reviewed by the Headteacher and Leadership and Management Committee
11.	Voluntary contributions	a. In certain circumstances, parents/carers may be invited to make a voluntary contributions towards activities that are exempt from charging. b. Where an activity is unable to take place without sufficient voluntary contributions, this will be explained to parents when contributions are requested. Should an activity have to be cancelled due to insufficient funds, all monies received must be returned to parents/carers