

Carlton Primary School

Charging Policy



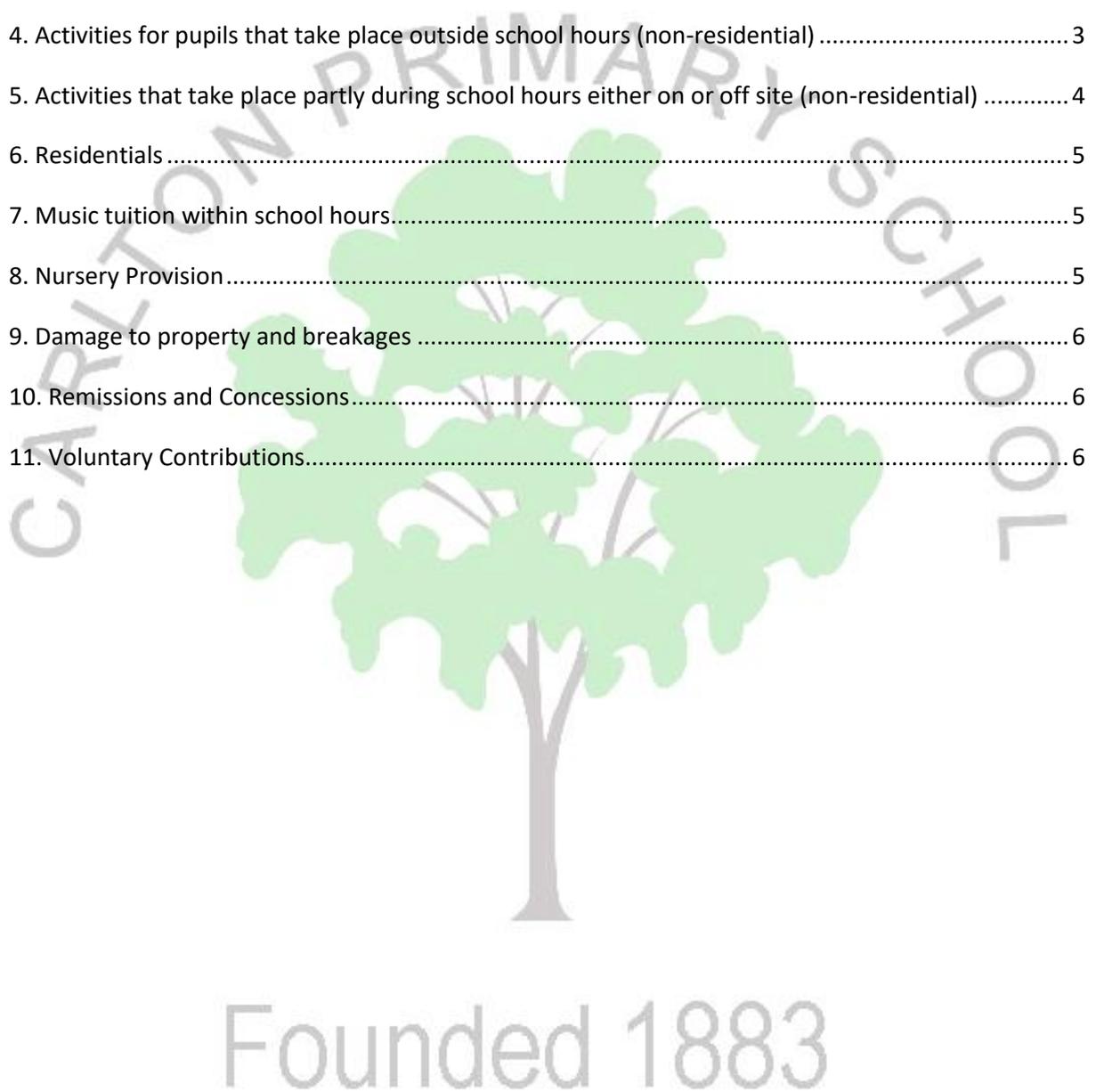
If you believe, you CAN achieve

Adopted/ last reviewed by	Date / Term / Year
Governing Body on:	09 / 2018
Next revision	Annual / Bi-annual / Tri-annual / Termly _____ 2 years _____
To be reviewed on:	Date / Term / Year 01/09/2020

Signed: _____

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Charging & Remission Policy

Introduction

At Carlton 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 charge and ensure all children are able to access all the provision on offer.

1. Admissions

No charge will be made for admission.

2. School Meals

No charge will be made for pupils entitled to free school meals. The school will charge all pupils not entitled to free school meals an amount determined by the local authority. Parents/carers will be informed of any changes to the charge for school meals in writing.

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 day)

No charge will be made for activities provided during school hours (with the exception of school trips, music tuition, *see Section 8*).

With regard to school trips and other events such as guest speakers or visitors facilitating activities, parents and carers will be invited to make a specified donation. The school will inform the parents/carers in writing and no child will be prevented from benefitting if their parent/carer does not make a donation. However, if many parents/carers do not make a donation, then the school may cancel the event or seek an alternative means of delivering it to the children.

No charge will be made for transport during school hours e.g. to swimming. This does not include transport cost of the yr 6 residential journey

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:

- 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

The school charges for other activities that take place outside school hours. The cost of music sessions is £16 per term and £8 if the child is in receipt of free school meals or identified as pupil premium child. Other clubs are charged at £10 per term per child and £5 if they are in receipt of free school meals or identified as pupil premium children. Where the school makes 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.

Parents/carers will be informed of the cost in writing.

When a club is sponsored by a charity, there will be no cost.

Early Bird Club

The charge of £7.50 per week per child/ £1.50 per day or £2.50 per week/£0.50 per day will be charged to children who are on Free School Meals (FSM) or fall within the Pupil Premium Category. Parents /carers will have the option to pay weekly or a half term in advance. All parents/carers will be advised of this change in writing. All monies collected will be used to staff an additional adult and buy food and refreshments for the Early Bird Club. From time to time, the school will be made aware that a family may be struggling financially and although their children would benefit from attending the early Bird Club, they cannot afford to pay or pay the full cost . In this instance, the case will be discussed at the Inclusion meeting and one of the following decisions will be taken;

- The children attend at a reduced rate –review this decision at the end of the term
- Sponsor the child to attend for free – review this decision at the end of the term

Costs the school 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

5. 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.*

6. Residentials

Board and Lodging

We will charge pupils 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 pupils are legally entitled to remission. In such cases no charge will be made for board and lodging. (See section 11 of guidance details of legal entitlements to remissions)

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 will be sought.

Where 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).

7. 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, books etc).

No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental Tuition (Wider Opportunities).

No charge will be made for instrumental tuition within school hours for children in care.

We will charge for all other instrumental tuition requested by parents/carers whether an individual or group and delivered by specialist tutors within school hours. Charging will be based on LA guidelines.

Where we make a charge for instrumental tuition within school hours we will remit 50% of the charges for pupils on free school meals/pupil premium in order to ensure specialist music tuition is accessible and affordable for all children.

8. Nursery Provision

The responsibility for determining the admissions for nursery age children lies with the London Borough of Camden.

Carlton offers 52 full time places spread over 4 ½ days per week. There will be no cost to parents/carers.

9. 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 Teacher.

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 Teacher.

10. 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 guidance.

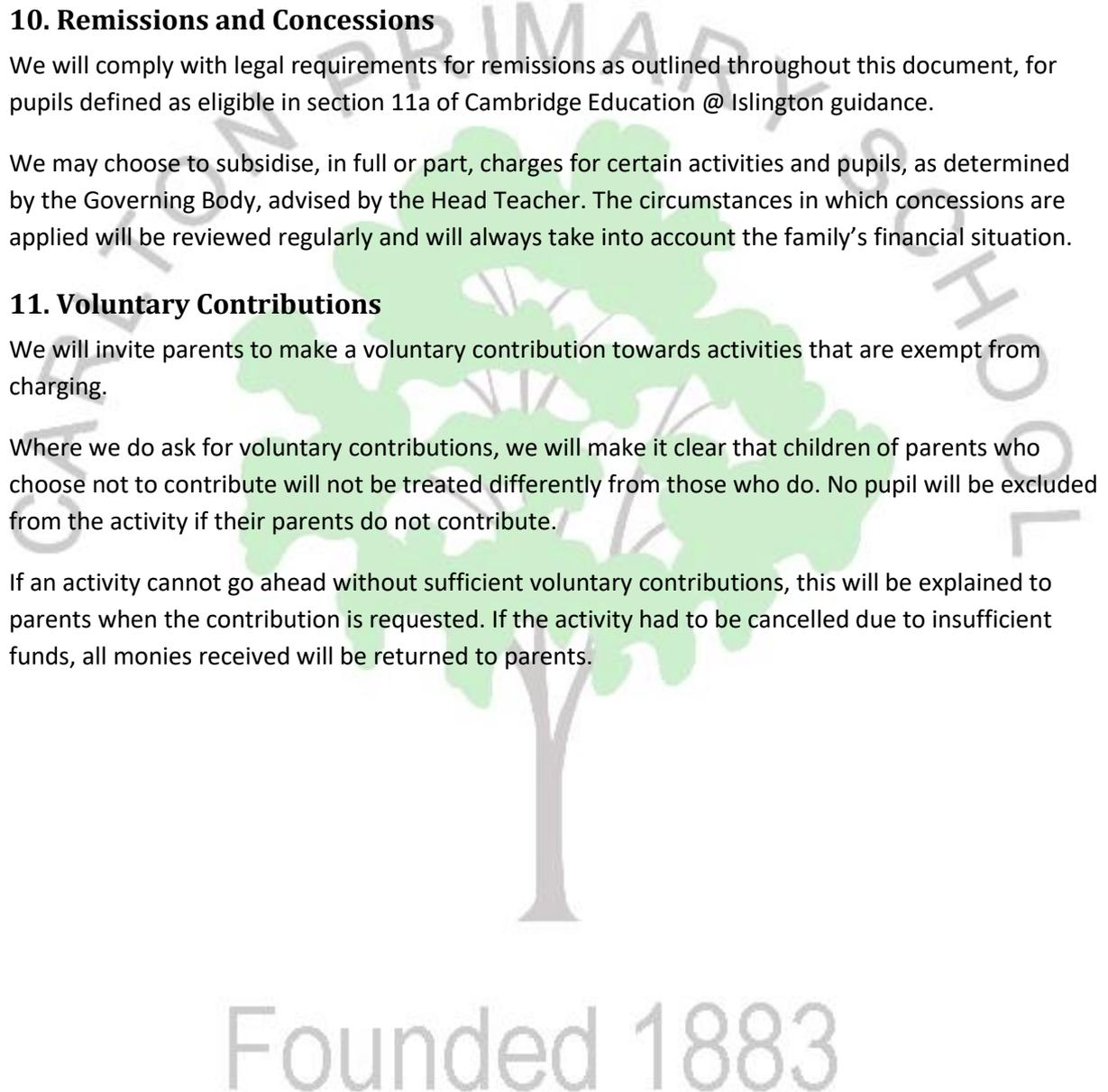
We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Head Teacher. The circumstances in which concessions are applied will be reviewed regularly and will always take into account the family's financial situation.

11. Voluntary Contributions

We will 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 had to be cancelled due to insufficient funds, all monies received will be returned to parents.



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