

New Islington Free School

Charging and Remissions Policy

Head Teacher
Tabitha Smith

Ratified: Autumn 2018
Next review: Spring 2021

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as:

Foundation Stage - 8.50 am to 12 noon & 1.10 pm to 3.25pm

Key Stage 1 - 8.50 am to 12 noon & 1.10pm to 3.30 pm

Key Stage 2 Lower - 8.50 am to 12.00 pm & 1.10 pm to 3.30 pm

The midday break does not form part of the school day.

Responsibilities

The Head Teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the International Primary and National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for Instrumental Tuition.

Voluntary contributions may be sought for activities during the school day which entail additional costs such as a storyteller.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities]

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example Dance Club. Such activities are not part of the International Primary and National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the

normal school day, charges will be made. When such activities are arranged parents can request how the charges were calculated.

Residential

Charges will be made to cover all costs associated with residential trips for example Transport, Board/Lodgings and Instructor Fees. In such cases parents can request how the charges were calculated through the Freedom of Information Act 2000.

In cases of hardship, remissions of such fees may be considered at the discretion of the School Business Manager.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Hardship

In cases of hardship the School Business Manager will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit.