

Charging and Remissions Policy

New End Primary School

Date Last Reviewed: Autumn term 2023

Review Date: Autumn term 2024

At New End we want all our children 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 circumstances. 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 so all children are able to access all the provision on offer.

The School does not charge for any whole-class educational activity offered by staff that takes place in the school day.

All children in a class have equal access to educational activities, such as workshops and off-site visits.

The school offers a wide range of educational outings that are enjoyed by children throughout the school. These outings include day trips out of school, as well as a residential school journey for Year 6.

The cost of these activities and workshops from external providers is met by parental voluntary contribution. If there is a shortfall, the trip may be cancelled. In cases where there is a small shortfall, funds may be met from the school's budget or donations to the school from NESAs.

Current legislation regarding parental contributions means:

- any parental payment for an outing or activity is voluntary;
- we offer free packed lunches to any child who is entitled to free school meals;
- the amount of the voluntary payment requested is the exact cost for each child;
- we do not ask for money for materials or money to cover the cost of practical activities, again any contributions being voluntary;
- we do not ask for money to cover staff costs.

However, we are allowed to:

- ask for voluntary contributions of money or materials;
- cancel an activity if there are inadequate voluntary contributions.

All children are treated equally whether or not their parents/carers have made a voluntary contribution. We appreciate the support that many parents give at New End in donating extra funds, over and above the exact cost of the activity for their children, which enables so many of these ‘charged’ activities to take place.

Admissions

No charge will be made for admission to a place at New End.

School Meals

- No charge will be made for pupils entitled to ‘free schools meals’ (FSM).
- Universal Free School meals (UFSM) applies to all children in Reception, Year 1 and Year 2 regardless of working or benefit status.
- Payment of Free School meals by the London Mayor also applies to all children in Year 3 to Year 6 regardless of working or benefit status.
- Nursery children do not qualify for UFSM.
- If your child gets UFSM you should also apply for official Free School Meal (FSM) status if you think your child might qualify. It is important that you complete the online application form (or a paper copy in the school office) so that this information is on record. Lots of school funding is determined by FSM eligibility and therefore it is important to ensure the school receives the funding it is supposed to so that our FSM information is accurate. This also avoids any situations where children go from universal free school meals in year 2 into year 3 and start getting charged for meals they could have been eligible to have for free. If applications are made late, eligibility cannot be backdated and therefore bills accrued need to be settled.
- Parents and carers must inform the office in advance of any changes to their child’s lunch arrangements. If we are not informed they are stopping school dinners and instead are moving to packed lunch a school dinner will continue to be ordered for them and you will be liable to pay for it.
- If parents do not qualify for FSM the charge per meal is determined by the local authority. Parents/carers will be informed on any changes to the charge for school meals through the school newsletter and other school means of communication.
- Payment for meals should be made in advance online using Scopay.com (once they have set up an account through the school office). Parents may pay weekly, monthly or by term.

Uniform

We offer support to families who are entitled to income support each year by offering them a polo-shirt, sweatshirt / cardigan and a PE t-shirt. We also offer free second hand uniform to these families.

The school also organises second hand uniform sales on a regular basis.

Activities for Children 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 or before/after school clubs

No charge will be made for activities provided during school hours (with the exception of school trips, and some 1-1 and group music tuition, see later section).

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 donation. The school will inform the parents/carers of upcoming events with details of any donation sought. No child will be prevented from benefitting if their parent/carer does not make a donation. However, for certain activities, price restrictions may mean that if many parents/carers do not make a donation, then the school may have to cancel the event or seek an alternative means of delivering it to the children.

No charge will be made for using public transport during school hours.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time. There is no cost to parents/carers for this activity, including transport to and from the pool.

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

Clubs

The school can charge for clubs that take place outside school hours – either before school, lunchtime or after school.

Children need to sign up for the clubs they want at the start of the term. For some clubs there will be a charge. This will be stated clearly on the application form given to each child to apply.

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 school clubs, they cannot afford to pay. This is always noted in the termly club letter. In this instance, the case will be discussed with the head and deputy and one of the following decisions will be taken;

- The child attends at a reduced rate
- Allow the child to attend for free

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 earlier.

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 earlier.

Year 6 Residential

There is an annual residential school activity for Year 6 which we encourage all children to participate in.

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. The charges will not exceed actual costs.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to a subsidy of the charge for board and lodging;

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of State Pension Credit

We endeavor each year, to raise money to support these trips so that no child will miss out due to financial hardship. If parents think they will struggle to meet the cost of this trip they are asked to speak to the deputy headteacher so that they can consider either a reduced rate or sponsoring the cost. Each instance of this will be dealt with on a case by case basis in strictest confidence.

Music tuition within school hours

At New End we value the arts and music and invest as a school heavily in providing whole class instrument tuition as part of our wider opportunities curriculum and at no extra cost.

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).

For 1-1 or group music tuition, outside whole class lessons, we work with Camden Music Service. Parents can sign up their children for these lessons delivered by specialist tutors within school hours. Payment is charged directly by Camden Music Service. They offer a remittance for pupils on free school meals/pupil premium in order to ensure specialist music tuition is accessible and affordable for all children.

Nursery Provision

The responsibility for determining the admissions for nursery age children is managed by the school office following the Local Authority Guidelines on general admission to school. New End currently offers 39 full time places. There will be no cost to parents/carers on agreement they complete the applications for both the DfE additional 15 hour places and the Camden enhanced funding application. Those not entitled to these offers, can pay a top up fee.

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. This will be determined by the headteacher.

We may seek to recover some or all of the costs incurred due to willful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the head.

Remissions and Concessions

We will comply with legal requirements for remissions as outlined throughout this document, for any pupils defined as eligible. 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. The circumstances in which concessions are applied will be reviewed regularly and will always take into account the family's financial situation.

The school may give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit
- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Headteacher will authorise the remission of charges.

Discounts for non-curricular activities are at the discretion of the school and will require the authorisation of the Headteacher.

The school will not charge for whole class instrument tuition if part of the National Curriculum or public examination syllabus being followed by the student.

Where charges have been made and the event cancelled, parents and carers will receive a full refund of any money they have contributed.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may request from parents a contribution to the cost of the event/trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may need to cancel the event. The amount of money asked for each trip can vary based on the cost.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute, or don't contribute the full amount requested, 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. The school, where possible, pays additional costs in order to support a visit. We appreciate the support that many parents give at New End in donating extra funds, over and above the exact cost of the activity for their children, which enables so many of these 'charged' activities to take place.

Parents have a right to know how each trip is funded and the school will provide this information on request.

The following is a list of activities organised by the school, for which we would ask for a voluntary contribution from parents. This list is not exhaustive:

- workshops with specialists both in and out of school;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- theatre visits;
- museum and gallery tours/workshops