



**Pakeman
Primary School**

**Pupil Premium
Awards 2013
National Winner**

Charging and Remissions Policy

**This policy was reviewed and ratified at the finance committee meeting
on 10th October 2018**

Ethos Statement

Pakeman School offers a positive, safe learning environment for its community, in which everyone has equal and individual recognition and respect. We celebrate success and are committed to the continuous improvement and fulfilment of potential in every child. We encourage increasing independence and self-discipline amongst the pupils. Everyone within the school has an important role to play in sharing responsibility for the development of positive behaviour and attitudes.

Introduction

We believe that all of our pupils should 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. In doing this our intention is to ensure transparency in setting charges and ensure that all children are able to access all the provision on offer.

Admissions

No charge is made for admission to the school.

School meals

No children in Islington primary schools pay for school meals.

Exams

No charge is made for entering pupils for public examinations set out in regulations.

No charges

No charge is made for activities provided in school during school hours (with the exception of music tuition – see section below). No charge is made for transport relating to curriculum activities, e.g. swimming. However, we may ask parents for a voluntary contribution to support costs of incoming theatre groups etc.

We may charge for some activities that take place outside school hours. The Head Teacher will decide which activities we make a charge for.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parents 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.

Costs we can legally recover are as follows:

- a) Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged to provide the optional extra
- b) Any materials, books, instruments or equipment provided in connection with the optional extra
- c) Transport to an activity outside school hours
- d) Activities that take place partly during school hours either on or off site (non-residential). 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.

Residentials

We charge pupils the full cost of board and lodging on residentials, whether it is classified as taking place within or outside school hours EXCEPT that charges may be reduced or waived at the discretion of the head teacher.

Music tuition within school hours

No charge is made if the music tuition is part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc).

We do charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or a group of pupils. Charges are determined by the head teacher and may vary depending on size of group, length of lesson and type of instrument.

Childcare

We charge families for any childcare offered to children before and after school (and during school holidays if provided) with the level of fees and any remissions to be reviewed in line with local authority guidelines.

Late Collection Charge – Childcare

School finishes at 3.30pm. We consider children left at school after 3.40pm to need childcare. Any child left at school after 3.40pm is taken to playcentre and parents are charged. Details of charges can be obtained from the school office.

Lettings

Details of charges can be obtained from the school office.

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 with advice from those involved.

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 with advice from those involved.

Remissions policy

We may remit, in full or part, charges for certain activities and pupils, as determined by the head teacher with the governing body. The circumstances in which remissions are applied will be reviewed regularly. For example, pupils on free school meals may be entitled to remission.