



**COPENHAGEN
PRIMARY
SCHOOL**

Where learning's an adventure

CHARGING AND REMISSIONS POLICY

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Charging and Remissions Policy

Introduction

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 charges and ensure all children are able to access all the provision on offer.

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

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for pupils entitled to free school meals.
3	Public examinations	No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.
4	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 school day)	No charge will be made for extra curricular activities provided during school hours.
		Parents and carers are asked for a voluntary contribution to cover transport and entry fees for school trips. If insufficient funds are received to cover the cost for the trip the school may have to look for other ways or cancel.
		A charge will be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product.
5	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, e.g. homework club, phonics club, booster classes unless this is organised by Copenhagen Extra and External Agencies 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

		<p><u>Optional extras – After School Club</u></p> <p>We may charge for some other activities that take place outside school hours. The Acting Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Acting Headteacher and the finance committee.</p> <p>Where we make 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.</p> <p>Costs we can legally recover are as follows:</p> <p>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</p> <p>b) non-teaching staff</p> <p>c) any materials, books, instruments or equipment provided in connection with the optional extra</p> <p>d) transport to an activity outside school hours</p>
6	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.
7	Residential	Residential trips are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.
		<p><u>Board and lodging</u></p> <p>We will charge pupils an amount up to the full cost of board and lodging on residential trips 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.</p>
		<p><u>Travel</u></p> <p>If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought.</p> <p>Where the 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).</p>
		<p><u>Activities on residential</u></p> <p>If the residential is classified as being within school hours no charge can legally be made for the educational activities provided.</p> <p>If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 5).</p>

8	Childcare	We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the governing body, and in accordance with any requirements set by the local authority where it is subsidising the provision.
9	Damage to property and breakages	<p>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 Acting Headteacher.</p> <p>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 Acting Headteacher.</p>
10	Remissions and concessions	<p>We will comply with legal requirements for remissions as outlined throughout this document for pupils.</p> <p>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Acting Headteacher. The circumstances in which concessions are applied will be reviewed regularly.</p>
11	Voluntary contributions	<p>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.</p> <p>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.</p> <p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>