



## Rotherfield and Newington Green Charging Policy

Adopted:

Review date:

### 1. Admissions

There is no charge for admissions.

### 2. School meals

Currently all pupils attending Islington Primary Schools are provided with a free school meal regardless of whether they meet the criteria for the Government's Free School Meal offer.

Parents are encouraged to apply for the Government Funded Free School Meal the School will receive additional funding known as Pupil Premium to assist eligible children attending on site and/or external activities.

**Please follow the link below to assess your eligibility:**

<https://www.islington.gov.uk/children-and-families/benefits-and-financial-support/free-school-meals-and-uniform-grant>

### 3. SATS tests

There is no charge for assessments that are part of the curriculum and on the school's set assessment list or where children have been prepared for the assessment/examination by the school.

### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours.

There is no charge for transport hired during school hours to school-organised activities.

We will ask for a voluntary contribution annually for trips related to the curriculum. This will be voluntary and no pupil excluded on basis on non-payment.

**We may charge for:**

- optional extras (**section 5**)

## **5. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for national assessment that the pupil is being prepared for by the school

### **Optional extras**

The school will charge for the following optional extras:

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school e.g. music, ballet etc
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils (e.g. breakfast, after school clubs, enrichment clubs etc.)

### **The cost of optional extras**

The Executive headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set by the Executive headteacher on the recommendation of the Board of Governors finance committee. The charges, when determined, will be published on the school's website.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

- The costs of buildings and accommodation.
- Transportation to non-curriculum based activities

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges.

## **6. Activities that take place *partly* during school hours either on or off site**

Where most of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on the activity if the travel itself occurs during school hours.

In cases where most of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **7. Residential activities**

### **Our school will not charge for:**

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours

### **Our school will charge for:**

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost** (see **section 13** for more guidance on remissions).

## Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. The charges will be reduced to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

## 9. Extended services

Rotherfield and Newington Green provide a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (enrichment clubs).

Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity. The school/s have developed a policy based on encouraging all pupils to attend enrichment clubs, therefore charges are reflective of that:

**Enrichment Clubs- costs are set based on realistic staffing and materials cost, run over 36 weeks. Parents commit to a minimum 1 term.**

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| Free School Meals Pupils, Looked After Pupils, Pupils in Special Guardianship Orders and incomes up to £24,999.<br><br>Minimum cost £1 or 20% whichever is the higher. | Family income between £24,999 - £39,999<br><br>75% of the full cost. | Family income over £39,999<br><br>100% of the cost. |
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Parents on low incomes will be supported by LBI funding where available and national tax credits to access support for Breakfast or After School Club Childcare. The Clubs Manager can assist parents in accessing this support.

## 10. Annual increases in charges

All charges will assimilate annual London increases in staff wages as agreed by unions. Therefore, costs will increase yearly by a small amount. The schools will advise parents of this on a yearly basis.

## 11. Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the head of school. If approved, refunds will be processed via the original method of payment.

## **12. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student or *parent* the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

## **13. Remissions and concessions**

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £24,999)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on
- Income related Employment and Support Allowance
- Universal Credit

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

The head of school will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils.

## **14. Voluntary contributions**

The School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

## **15. Inability or unwillingness to pay**

Rotherfield and Newington Green are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **Signed by:**

\_\_\_\_\_ **The chair of governors**                      **Date:** .....

\_\_\_\_\_ **Executive Headteacher**                                      **Date:** .....