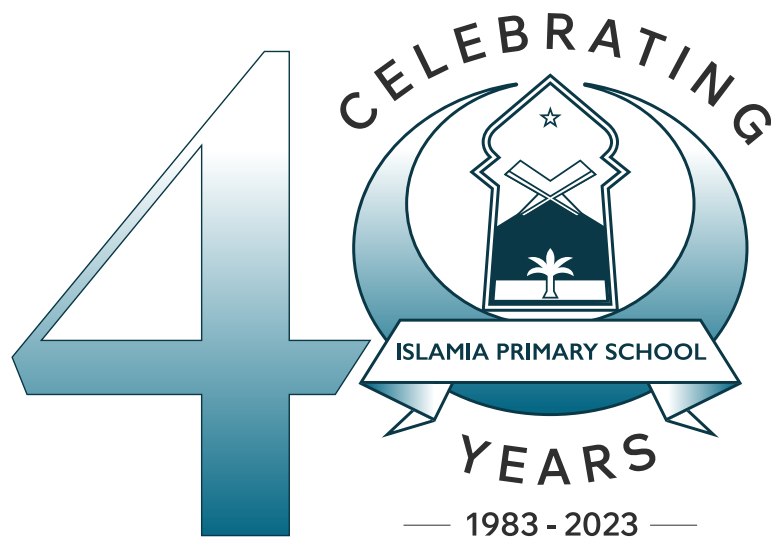




Approved by:		
Last reviewed on:		
Next review due by:		



ISLAMIA PRIMARY SCHOOL
ESTABLISHED 1983

Charging & Remissions Policy

1 AIMS AND OBJECTIVES

1.1 The aims of this policy will:

- set out what the school will not charge for, what it will make a charge for or request avoluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests forpayment are sometimes made for some activities.

2 ADMISSIONS

2.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group tuition or specific clubs.

3 VOLUNTARY CONTRIBUTIONS

3.1 Each year, all family are requested to pay an annual voluntary contribution of £450 (per family) to help pay for non-national curriculum part of the school' curriculum, including provision for Qur'anic studies which all pupils are taught for two hours every week. All contributions are voluntary. If we do not receive sufficient voluntary contributions, then this provision may be significantly reduced.

3.2 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

3.3 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

3.4 The school will try to ensure that the voluntary contribution amount is keep to a minimum.

4 RESIDENTIAL VISITS

4.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a voluntary contribution to cover the costs of board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

5 SWIMMING

5.1 The school organises swimming lessons for all Year 3 pupils. These take place in school time and are part of the National Curriculum. We charge £20 per term (£60 a year) to cover the cost of hiring the swimming pool, instructor and transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

6 ADDITIONAL SPORTS COACHING

6.1 The school is sometimes able to secure the services of a qualified sports coach. It is necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session. The school does routinely offer additional football coaching after school.

7 SCHOOL MEALS

7.1 There is no charge for children who are entitled to free school meals. There is no charge for children in Reception, Year 1, Year 2. Pupils who are in year 3 – 6 and are not entitled to free school meals will be charged a set amount as decided by the governing body of the school. For this year, the cost of lunch has been set to £2.20 per child.

8 PUBLIC EXAMINATIONS

8.1 There is no charge for examinations that are a part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

8.2 There is no charge for examinations that are on the set list, but have been arranged by school.

8.3 There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

9 ACTIVITIES THAT TAKE PLACE DURING SCHOOL HOURS (THIS DOES NOT INCLUDE THE BREAK IN THE MIDDLE OF THE SCHOOL DAY)

9.1 There is no charge for activities during school hours.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parent before charge.)
- Optional extras (section 3)

10 ACTIVITIES THAT TAKE PLACE OUTSIDE OF SCHOOL HOURS (NON-RESIDENTIAL)

10.1 There is no charge for activities that take place outside of school hours when they are: - part of the set curriculum, including sports activities against other schools, part of the syllabus for a public examination that the pupil is being prepared for by the school. - part of the school's basic curriculum for religious education.

Optional extras:

The school will charge for optional extras. Optional extras are: - education provided outside of school time that is not: a) part of the National Curriculum E.g Saturday School

- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- c) Part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- 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.
- transport, board and lodging for a pupil on a residential visit.
- Transport and entry fees of venues for trips off site.

The cost of optional extras

The head teacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the head teacher on the recommendation of the finance committee. Any charge made in respect of individual pupils will not exceed that actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. 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 optional extra, including supply teachers engaged specifically to provide the optional extra.

Participation in any optional extra activity will be on the basis on parental choice and willingness to pay the charges. The school will need to have the agreement with parents before organising the provision of an optional extra where charges will be made.

11 ACTIVITIES THAT TAKE PLACE PARTLY DURING SCHOOL HOURS EITHER ON OR OFF SITE.

- 11.1 Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section
- 11.2 Travelling time is included in time spent on activity.
- 11.3 In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include 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.
- 11.4 In this case the charging of the activity will be the same as is outlined in section 10

12 RESIDENTIAL ACTIVITIES

- 12.1 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 that the pupil is being prepared for at the school, or part of religious education
 - Supply teachers to cover for those 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 with in school hours • Residential activities that take place during school hours.
- 12.2 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 receipts of certain benefits maybe be exempt from paying this cost** (see section 11 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. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of school hours **(see section 5)**

13. EXTENDED SERVICES

- 13.1 Islamia primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). 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 or to more specialist services
 - Ways of increasing pupil engagement
 - Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.
 - Out of school clubs
 - Parental workshops where there is a charge to cover the costs of staff engaged for provision of a crèche

13.2 The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

14. DAMAGE TO PROPERTY AND BREAKAGES

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

14.2 Where the 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 of the cost to those responsible.

14.3 Whether or not these charges will be made will be decided by the head teacher and dependent on the situation,

15. REMISSIONS AND CONCESSIONS

15.1 The school will give consideration to the remission of charges to parents or carers who receive the following support payments.

- Income support
- Income based Job-Seekers Allowance
- Child Tax Credit
- Support under Part VI of the immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

15.2 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.

15.3 The head teacher and chair of governors will authorise the remission of charges.

15.4 The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and head teacher.

16. MONITORING AND REVIEW

16.1 This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary.