



St Michael's School

'Learning together through love, friendship, forgiveness and faith.'

CHARGING AND REMISSIONS POLICY

Policy Statement

This policy has been formulated in accordance with the LA's guidance on charging for school activities.

Aims and Objectives

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and the Governing Body.

Prohibition of charges

Charges will not be made for the following activities:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment, unless the child's parent wishes him/her/them to own them)
- Education provided outside school hours if it is part of the National Curriculum
- Tuition for pupils learning to play musical instruments if the tuition is part of the National Curriculum
- Education provided on any school trip that takes place during school hours

- Education provided on any school trip outside of school hours if it is part of the National Curriculum
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

Charges

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- 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; or
 - c) part of religious education.
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charges may also be made in connection with breakages and replacements as a result of damages caused willfully or negligently by pupils.

Remissions

Children whose parents are in receipt of the following support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- Income support
- Income based Jobseekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed the relevant level.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- Swimming lessons
- Cost of transport
- Any activity which takes place during school hours

- School equipment
- Additional items for the benefit of the school

Any contribution is genuinely voluntary and a parent is under no obligation to pay, and that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request. It will be made clear in the initial contribution request if an activity cannot be funded or go ahead without sufficient voluntary contributions.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Approved by:	Vanessa Cummings	Date: 9/10/23
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Last reviewed on:	Autumn 2023
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Next review due by:	Autumn 2024
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