



# Charging and Remissions Policy

## St Michael's Easthampstead CE Primary School

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

<b>Policy Name</b>	Charging and Remissions Policy
<b>Brief Description:</b>	This plan outlines our responsibilities and procedures relating to charges for activities within the school.
<b>Status: Statutory/non-statutory</b>	Statutory
<b>Other related policies and procedures:</b>	<ul style="list-style-type: none"> <li>➤ Equality information and objectives (public sector equality duty) statement for publication</li> <li>➤ Special educational needs (SEN) information report</li> <li>➤ Supporting pupils with medical conditions policy</li> </ul>
<b>Approval level: HT/Governors/FGB</b>	FGB
<b>Approved by the Governing Board on:</b>	5 December 2022
<b>Frequency to be reviewed</b>	3 years
<b>Latest Date for Next Review:</b>	December 2025
<b>Version + Schedule of Amendments:</b>	
<b>Signed:</b>	
<b>Position:</b>	
<b>Date of Signature:</b>	

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## Purpose

We believe that: All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. The Governing Body therefore has formulated a policy which sets out which pupils' activities it makes charges for and in what circumstances it would reduce all or part of those charges.

### 1. No charges will be made for

- Admission to St Michael's School
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum (NC), or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the NC
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the NC or part of the school's basic curriculum for religious education

### 2. Activities for which charges may be made

- Activities outside school hours:  
Non-residential activities (other than those listed in 1 above) which take place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities:  
Transport, board and lodging costs of residential trips deemed to take place during school time. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).  
Is a residential trip in or out of school time? - If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.
- Music tuition for individuals or groups of up to four pupils.
- Voluntary payments will be sought for activities such as day trips and 'whole school' visitors. However, payment will be genuinely voluntary and children shall not be excluded because their parents do not pay. We are permitted to warn parents in advance that unless a majority is willing to make a contribution then the activity will not take place.

Charges will be made as indicated below. Parental agreement will be obtained before a charge is made. Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them.	For example, a clay model A charge to cover the cost of the clay.	None
Charges may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an	Remission of fees available from the LA for children eligible under Category A below

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	optional extra for an individual pupil or groups of up to four pupils.	
Charges will be made for the transport, board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for Category A below
Clubs	Delivered by third parties only	None

### 3. Families qualifying for remission or help with charges

The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parent/carer is unable to pay. The governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below:

#### Category A

Parents in receipt of:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- The guaranteed element of State Pension Credit
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Additional categories of parents may claim help with some costs in some circumstances

#### 4. Further Notes

- The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.
- Where, after the actual costs of a trip have been paid, it transpires that there is a surplus, the school will refund to the parents any sums of money if these exceed **£5.00** per child. In the event of there being a surplus of less than **£5.00** per child, the school will retain the money in the class fund (voluntary annual contribution from parents/carers to fund extra-curricular resources determined by the class teacher) for the children in question and the money will be used only for the benefit of that class.

#### 5. Arrangements for Monitoring and Evaluation

The Governing Body will monitor the impact of this policy by receiving a verbal report from the Headteacher and the School Business Manager on an annual basis as to the impact of any charges on Parents. The policy will be reviewed and every 3 years or earlier if there are significant or legislative changes.

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