

# Saint Michael's CE High School

*A Church of England Academy*



**Therefore, choose**

## **Charging and Remissions Policy**

<b>Responsibility to present to Headteacher</b>	CFO / Business Director
<b>Approval</b>	Finance, Premises, H&S Committee 01/03/2023
<b>Next Review</b>	Finance, Premises, H&S Committee 01/03/2024
<b>Statutory</b>	Yes
<b>Required on school website</b>	Yes

## A BRIEF SUMMARY OF OUR CHRISTIAN VISION

Our motto is **‘Therefore choose [life]’** from Deuteronomy.



We understand this to mean growing in **body, mind and spirit**, so that all who learn and work here may flourish, experiencing the joy and hope of **‘Life in all its fullness’**.

**This is further explained in our Mission Statement,**

*‘As a vibrant learning community  
we choose to serve God,  
pursue excellence  
and celebrate the uniqueness of each individual.’*

The Governors and the Head teacher of St Michael's CE High School propose that any charges made shall comply with the law and that the school shall take note of any advice the DfE may give, following legislation and statutory guidance.

Whilst the Governors and Head teacher will at all times try, in good faith, to observe the law, voluntary contributions will be sought to support activities which, whilst educationally valuable, could not be supported wholly from capitation.

It has always been the practice in school to deal sensitively and compassionately with those in genuine financial difficulty, so that no child should be disadvantaged. We shall continue to use discretion with regard to remission of charges, having regard to individual circumstances:-  
Statutory remissions apply for families who receive certain support payments

Support from individual parents, via donations to St. Michael's Trust will be sought.

As a Church school community, the pupils and staff will be asked to volunteer to raise funds for charitable purposes, e.g. supporting the Year Group charities which are reviewed annually by the Charities Committee.

### **Charging for education**

We **will not** charge for the following activities

- Admission applications
- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of religious education
- Instrumental or vocal tuition, unless provided at the request of the student's parents or for children in care.
- Entry for a prescribed public examination, including re-sits, if the student has been prepared for it at the school

Charges **may be** made for

- Materials, books, instruments or equipment, where they desire their child to own them or replacement of lost resources, originally provided by the school
- Board and lodging on residential visits (apart from any pupil covered by statutory remission)
- Cost associated with individual/small group tuition in the playing of a musical instrument, whether in or out of school hours (unless it is provided as part of a prescribed public examination), e.g. that provided by peripatetic teachers
- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the specification for a prescribed public examination and not

required in order to fulfil statutory duties relating to the National Curriculum or to religious education

- Recovery of wasted examination fees or any optional extra fee to which parents had agreed, or for board and lodging. Also for examination fees incurred by the insistence of parental demand against the professional judgment of the school that, because of absence, attitude or any other contributory factor a pupil is inadequately prepared to sit the examination in question
- Non attendance at exams
- Costs involved in replacing broken or defaced furniture or fabric, damaged or lost text books or other equipment, where this is the result of a pupil's behaviour and where it is felt reasonable to do so
- Ingredients or material where parents have indicated a wish in advance to own the finished product
- The checking of public examination results at parental request
- Costs of entering a pupil for a prescribed public examination for which he/she has not been prepared by the school
- Activities where, by using the legal devices available, we may do so
- Costs involved in providing a parent with permitted information and data supplied at the request of a parent, not as an annual right
- Participation in any optional activity on the basis of parental choice and a willingness to meet the charges

### **Voluntary Contributions**

- The Governors would hope that parents would continue to provide pupils with basic equipment as detailed in the pupil organiser and the new intake information
- School may, from time to time, ask for voluntary contributions towards the benefit of the school or school activities
- Where there are insufficient contributions to make the activity viable then the activity may be cancelled
- Any children of parents who do not wish to contribute will not be treated any differently

### **Transport / Educational Visits**

We **will not** charge for

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for students to be educated.

The school minibus is available to pupils and the nature of the journey will decide whether a contribution is asked of pupils. A guide to contributions is as follows.

- **non contribution**; representing the school in sporting or other recognised competitions, representing the school on musical or other activities designed to promote the activities of the school
- **contributory**; for purely personal or pleasurable activities in the form of theatre or concert, visits not connected to the curriculum or holidays and residential activities desirable but not essential to the curriculum

It is recognised that funds for maintenance, insurance and other running expenses relating to the minibus as well as the eventual replacement of the vehicle will need to be found from sources of money available to the school.

We **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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- The cost of supply teachers to cover for teachers accompanying pupils on visits

We may charge for board and lodging – but the charge will not exceed the actual overall cost of the visit.

## **Remissions**

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity may be cancelled.

Parents/carers in receipt of one of the following may request assistance with the cost of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

### **Monitoring and review**

This policy will be reviewed annually and approved by the Finance, Premises and Health and Safety Committee.