



St. MICHAEL'S
CE (CONTROLLED) INFANT SCHOOL

Charging and Remissions policy
St Michael's CE Infant School

Reviewed May 2022

To be Reviewed by May 2024

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1. Aims

Our school aims to:

Have robust, clear processes in place for charging and remissions

Clearly set out the types of activity that can be charged for and when charges will and will not be made

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Resources and Premises committee.

Monitoring the implementation of this policy has been delegated to the Resources and Premises committee.

Headteachers

The headteacher is responsible for ensuring that relevant staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

Admission applications

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

- Religious education

Instrumental or vocal tuition, for pupils learning individually or in groups.

5.2 Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see section 6.2)

Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. The following are optional extras:

Breakfast Club.

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

Any materials, food or equipment provided in connection with the optional extra

The cost of buildings and accommodation

The cost of employing specific staff to run the activity

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school trips and certain in house activities from visiting providers.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may need to be cancelled.

8. Activities we charge for

The school will charge for the following activities:

Breakfast Club

The charge will be £5.00 per session with for the academic year 22/23.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in Summer term each year. Parents will be informed of the any changes to the charges for the coming year in at least 3 school weeks before the end of the Summer term

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for school visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

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)

Insert details of any other circumstances in which your school will remit (wholly or partly) any charge that would otherwise be payable.

10. Monitoring arrangements

The Resources and Premises committee monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Resources and Premises committee every two years.

At every review, the policy will be approved by the Resources and Premises committee.