

CHARGING AND REMISSIONS POLICY



St Michael's C of E Primary School

Approved by ¹	
Name:	
Position:	Chair - Finance and Staffing Governor Sub-Committee
Signed:	
Date:	Spring 2019
Review date ² :	Autumn 2022

This page is intentionally blank for printing purposes

1. STATUS

Statutory. This will be reviewed every three years by the Finance & Staffing Committee.

2. PURPOSE

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as:

Infants: 9.00-12am and 1.00 - 3.20 or 3.25pm

Juniors: 9.00-12am and 1.00 - 3.30

3. RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements the school's Equal Opportunities policy, Curriculum policy, Accessibility Policy Teaching and Learning policy and Educational Visits policy.

4. ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF, GOVERNORS ETC.

The Head teacher will ensure that the following applies:

During the school day

All activities that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to six pupils to play a musical instrument. Unless the music teaching or activity is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs such as visits to Tullie House and cooking ingredients when the food is taken home.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution.

From time to time we may invite a non-school based organisation to arrange an activity during the school day such as a theatrical production or science workshop. Such organisations may wish to charge parents, who may, if they wish, ask the head teacher to agree to their child being absent for that period.

Milk

Children under 5 will receive free milk; however, we will levy a charge for every child over 5, sufficient to cover the payment required by the supplier. This amount will be reviewed regularly in line with prices.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example sports events and Breakfast / After School Clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely,

if the bigger proportion of time spent falls outside of the normal school day, charges may be made.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of a qualifying benefit.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges were calculated.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

The school will continue to try to subsidise all visits subject to cost and budget constraints. These costs will be met by the School Fund. This is to ensure that all children have every opportunity to access the whole curriculum of which school visits help to enrich this further.

The school will also seek grant funding from appropriate organisations where possible.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who, for example, are in receipt of free school meals, or are on other qualifying benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

5. ARRANGEMENTS FOR MONITORING AND EVALUATION

The Finance & Staffing Committee of the governing body will monitor and review this policy.

All of these activities are designed to raise the educational attainment of the children and therefore improve their life chances. Further information can be found on the website.

Sources of reference:

'Charging for School Activities', Department for Education, May 2018