St. Michael's CE (Controlled) Junior School

Inspired by Him, we serve the community of St Michael's by creating an inclusive learning culture where all differences are respected, where courage is shown to face and overcome adversity, and resilience is embedded in our journey to success so we can be the very best we can be.

Charging and Remissions Policy

Creation Date		
Issue Date	March 2025	
Agreed & Authorised (Name & Designation)	Mrs Jenny Jones Headteacher	Mr Alan Jenner Chair of Governors
Signature(s)		
Next Review Date	March 2028	
Remarks		

Introduction

All education during school hours is free.

We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

The School and the Governing Body, recognise the valuable contribution that the wide range of additional activities including clubs, trips and residential experiences can make towards pupils' personal and social education.

Together we aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The school and the Governors also recognise that many of these activities could not take place, without the expectation, that they will be funded by parents/guardians.

This policy is monitored by the Governing Body, and will be reviewed annually or earlier if necessary.

Charging For School Activities

The Governors' policy on charging for school activities is based on, and consistent with, statutory requirements and guidance from the DfE.

Charges

Charges will not be made for any activities that form part of the National Curriculum requirements. No charge can be made for education during school hours.
The following are the activities which the Governing Body reserves the right to make a charge:

(a) Board and lodgings on residential visits (not to exceed the costs)

(b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

(i) Travel
(ii) Materials and equipment
(iii) Non-teaching staff costs
(iv) Entrance fees
(v) Insurance costs

(c) Individual tuition in the playing of a musical instrument. (All children study music as part of the normal school curriculum - we do not charge for this).

(d) Breakages and replacements as a result of damages caused wilfully or negligently by pupils

(e) Extra-curricular activities and school clubs.

(f) Lettings -The school where practical and applicable may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined by the School Resources Committee and form part of our separate Lettings policy

(g) In certain practical subjects parents will be invited to pay for or to supply ingredients/materials on the basis that the finished product will be the property of the pupil.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost.

All contributions are voluntary.

If insufficient voluntary contributions are received, the trip or visit may be cancelled.

If a trip or visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element.

However, parents are obliged to pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

Parents in receipt of certain benefits will be exempted from the board and lodging element. Please contact the school for further details.

The TUCASI payments system enables parents to spread the cost of such trips over a longer period of time.

We give parents and carers information about residential trips allowing adequate time to make payments using the available methods.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.
There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum.

These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. These charges will be reviewed annually.

We give parents and carers information about additional music tuition whenever it is available.

Swimming

The school organises swimming lessons for all children during Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

After school clubs & activities

The school offers additional sports coaching before school, and during holidays. Qualified coaches, who are not members of the school staff, run and organise these sessions. The private companies and/or individuals make a charge for these sessions and collect monies from families themselves.

The school offers after school clubs which are run by members of staff. There will be no charge for these. The only exception being cost of materials, if required.

Remissions

The charges shown on the previous pages may be remitted in full or part at the discretion of the Headteacher and the Governors.

The Governing Body is aware that all children entitled to Free School Meals (not just those who take them) and those that are in Looked After Care are entitled to remission of charges.

It is for the parent/carer to provide the necessary evidence that they are in receipt of those support payments, which entitles them to the remission of charges.

The School is not expected to undertake this task for parents. Where there is any doubt regarding eligibility parents/carers must be able to provide at least one of the following:

- 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)

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.
If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher for the remission of charges in part or full.