



St. Michael's C.E. Primary School

Learning together through love, friendship, forgiveness and faith .

Charging and Remissions

**This is to confirm the above policy was ratified
by the Governing Body.**

Signed: B Smith

Name: Becky Smith
Chair of Governors

Date; 18th October 2017

Review Date: October 2018

St Michael's CE Primary School

Charging and Remissions Policy

The Governing Body of St Michael's CE Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims 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.

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee.

AIMS AND OBJECTIVES

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

CHARGES

- The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:
- School journeys in School Hours
The board and lodging element of approved residential activities deemed to take place in school hours
- Activities outside School Hours
The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- Individual Instrumental Tuition
The cost to the pupil for providing any instrumental tuition not part of normal LEA peripatetic provision.
- Charging in Kind
Where parents indicate in advance that they may wish to own the finished product of a practical activity, they may be asked to provide or pay for the ingredients, materials, equipment, etc. used in activity. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled

Breakages

The Governing Body reserves the right to ask parents to contribute towards cost of replacement items incurred as a result of breakage, loss or damage to books, equipment and any materials other than resulting from normal fair wear and tear.

REMISSIONS

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission. Any further remission charges will be at the absolute discretion of the Governing Body.