



St Michael's CE Primary School

CHARGING & REMISSIONS POLICY

Approved by	Interim Executive Board
Date	March 2018
Date for Review	March 2019
Responsibility	IEB

St Michael's CE School Playden

Charging and Remissions Policy

Introduction

This policy statement has been drawn up in accordance with the requirements set out in the Education Act 1996: Sections 449-462. The policy is applicable to all registered pupils at St Michael's CE Primary School.

Charges

The school will charge in the following circumstances allowed by the Act:

a) The provision of music tuition given to pupils as individuals or of in groups up to four **except** where it is given to fulfil:

- Statutory duties relating to the National Curriculum
- Requirements specified in the syllabus for public exam

b) Materials involved in producing a "finished product" for Cooking, Craft, Design & Technology where a parent of the pupils has indicated in advance they wish to own the product.

c) Activities which take place wholly or mainly outside of school hours and which are not a part of the National Curriculum, e.g. outings, visits, cricket coaching, cycling courses. Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

d) Activities which involve pupils in nights away from home:

Charges will be made for board and lodgings during residential school trips. The cost must not exceed the actual cost of the provision. Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having free school lunch entitlement, also be entitled to the remission of charges:

- Income Support
- Income Based Job Seeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided that Working Tax Credit is not also received and the annual household income (as assessed by Her Majesty's Revenue & Customs) does not exceed £16190 (Financial Year 2012/2013)
- Guarantee element of state Pension Credit
- An income related employment and support allowance A similar entitlement applies where the trip takes place outside of school hours but is necessary as part of the national curriculum.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and organisations providing an educational service.

When making requests for voluntary contributions to the school funds, parents will not be pressurised into paying as it is voluntary and **not compulsory** e.g. reminder letters to make payments to school funds will be avoided.

When voluntary contributions are requested, the terms of the request will clearly state:

- i. There is no obligation to contribute
- ii. Pupils will not be treated any differently according to whether or not their parents have made a contribution
- iii. The proposed activity may not take place unless a substantial majority of parents contribute
- iv. A suggested amount for a contribution to cover costs.

Remission of Charges

It is the policy of the Interim Executive Board:

- To remit charges in full or in part any charge payable for a pupil for school activities if it is satisfied that there are exceptional circumstances in which the pupils participation in the activity should be regarded as a priority, but the parents are unable to meet all or part of the charge. This will normally be the case where parents are in receipt of income support and working family tax credit and who are unable to give a donation.
- To look at individual cases where parents have been unable to give a donation
- To agree how to fund shortfalls for activities

Income from sales – Non-profit making

Some goods may be purchased through the school for the convenience of the parents, pupils or Teachers. The school will not seek to make a profit from these sales. Goods in this category include school clothing, books, book bags, recorders etc.

Income from sales – Profit making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, St Michael's PSA or other charity. Goods in this category include school photographs, bring and buy items etc. which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Responsibility

Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by the Interim Executive Board.

The level of charges is a matter for the Interim Executive Board