

# A St. Michael's Junior School Policy



## CHARGING AND REMISSIONS POLICY

Reviewed by Resources Committee:	Spring 2016
Ratified by Full Governing Body:	Spring 2016
To be reviewed:	Spring 2018

## **Introduction**

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

## **Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

### **1. SCHOOL JOURNEY IN SCHOOL HOURS**

The board and lodging element of residential activities deemed to take place or mainly within school hours.

### **2. INDIVIDUAL INSTRUMENTAL/VOCAL TUITION**

The cost to the pupil for providing individual instrumental tuition or in groups

### **3. INGREDIENTS, MATERIALS, ETC.**

The cost of ingredients and materials provided that the parents have indicated in advance that they wish to own the finished product.

### **4. OPTIONAL EXTRAS**

The cost of organising an optional extra: e.g. an event wholly or mainly outside school hours.

### **5. EXTRA-CURRICULAR PROVISION**

The cost of providing extra-curricular clubs (other than those voluntarily provided by staff).

### **6. OTHER**

Parents are expected to provide school uniform, games, swimming and P.E. kit. Parents may be asked to pay for damage to school property or equipment where this is the result of a pupil's behaviour.

## **General**

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

The Governing Body may, from time to time, amend the categories of activity for which a charge is made, with due regards to current legislation.

Currently, nothing in the Act or in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing activities and/or equipment within and outside school hours provided that such contributions are genuinely voluntary. Pupils whose parents are unable or unwilling to contribute will not be excluded from any such activity. However, where insufficient contributions have been received and no funds

are available elsewhere, the activity may be cancelled if insufficient funds are available from elsewhere.

## **Remissions**

Where the parents of a pupil are in receipt of Income Support; Income Based Job Seekers Allowance; Support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit provided that the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040 (or current threshold); Guaranteed State Pension Credit; no more than 50% charge is made for those activities where a charge is allowable (see 1-5 above). This is in addition to having a free school lunch entitlement. A free entitlement applies when the visit takes place outside school hours but is a necessary part of the National Curriculum; or is part of Religious Education.

All parents (either those in receipt or those not in receipt of benefits) are offered the opportunity to contact the school should they anticipate difficulty in making payments for their child's school journey. Depending on funds available, subsidies may be given (e.g. from the Pupil Premium funding), with each case being considered on its own merits. Equally, it is at the absolute discretion of the governing body to agree subsidies and their level to other categories where charging is made.