

‘With the help of God, working together for success’



St Michael's C of E (C) Primary School

CHARGING AND REMISSIONS POLICY

Ratified by the Governing Body on: 20/5/24

Review date: 20/5/28

Signed: _____ (Chair of Governors)

Signed: _____ (Head)

Date: _____

1 Introduction

- 1.1 In accordance with Sections 449-462 of the Education Act 1996, St Michael's Church of England (C) Primary School Governors have drawn up the following charging and remissions policy. This policy outlines the purpose, nature and management of the use of charging and remissions in our school. It has been developed by the Senior Leadership Team and all members of the community will deliver this as part of the organisation of our school, including addressing elements of the National Curriculum.
- 1.2 St. Michael's School follows Walsall Local Authority's policy on specific matters relating to charging and remission, which incorporates guidance on certain activities arranged by our school.
- 1.3 The Governing Body of St Michael's Church of England (C) Primary School recognises the right of every pupil to receive free school education and that activities offered wholly or mainly during normal teaching time must be made available to pupils regardless of their parents' ability or willingness to help meet the cost.
- 1.4 Our school recognises that legislation provides schools with the discretion to charge for optional extras provided wholly or mainly out of school hours and to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours, our school will not abuse this power and will always take account of pupils whose families are suffering financial hardship. A charge will be made for optional extras provided wholly or mainly outside school hours except where such activities (as stated in section 1) are provided:
 - a) specifically, to fulfil statutory duties relating to the national curriculum.
 - b) to fulfil any requirements specified in the syllabus for a prescribed public examination.
 - c) specifically, to fulfil statutory duties relating to Religious Education.
- 1.5 Our school may ask parents or carers for voluntary contributions for the benefit of the school. Out of hours activities and clubs are classed as Optional Extras. Contributions may be subsequently used towards school fund, transport to swimming, fund raising and costs associated with educational visits.
- 1.6 Our school also considers other factors that may affect families' ability to pay. Requests by families for assistance in paying for activities will be considered carefully by the headteacher.
- 1.6 St Michael's will ensure that any activities which are deemed to take place mainly or wholly in school hours do not disrupt pupils' education.
- 1.7 This policy shall be made available to parents or carers on request.

2 School Meals

- 2.1 The school's catering contract is with Walsall MBC and Governors set meals charges annually, on a non-profit making basis.
- 2.2 We also follow the Local Authority Universal Infant Free School Meals initiative where all Reception class and KS1 pupils can receive a free school meal. We do ask that families who are eligible for means tested (funded) school meals still apply for them as the premium attached to this benefit comes in to school and helps provide children with additional support. The criteria

used to assess entitlement can be found at <https://go.walsall.gov.uk/schools-and-learning/schools-in-walsall/school-meals/free-school-meals>

- 2.3 Please refer to our School Meals Policy for costs and further details.

3 Additional Time in Nursery.

- 3.1 Parents of children eligible for 30 hours of funded Nursery education may also wish for their child to stay for a packed lunch at midday. The meal should be provided by the parent.
- 3.2 Where parents of children eligible for 15 hours of funded Nursery education or wish to pay for more hours (up to 30 hours in any week during the academic year) the cost will be £14 per three-hour morning or afternoon session.

4 Activities Outside of School Hours

- 4.1 St Michaels CE (C) Primary School currently offers a range of various activities as optional extras. School run clubs are currently charged at a nominal, advertised fee per session. Clubs run by external providers may charge a different amount and are paid directly to the club.
- 4.2 St Michael's also runs a daily breakfast club that exists to provide high quality activity and childcare for our pupils. Times and costings are available on our website.
- 4.3 Our school also provides daily afterschool club until 6pm to support childcare in our families. Times and costings are available on our website. There are no sibling reductions. Neither are there reduced fees for holidays in term time or sickness absences. Payment is not required for Inset days, Bank Holidays or residential school visits. Fees for this provision are payable a week in advance.

5. Tuition in the Playing of a Musical Instrument

- 5.1 St Michael's has a Gifted and Talented programme for Music. Elements of this are delivered both within and outside of the normal school day. It is organised by Walsall Music Education Hub and Service, who will make a charge for individual and group musical instrumental tuition, whether inside or outside school hours. For selected pupils or year groups, prior written confirmation will be obtained by St. Michael's School from the parents that they are willing to pay the charge.
- 5.2 The charge will include the cost of the teacher (based on a pro-rata circulation of salary) and, as appropriate, the cost of sheet music and hire and insurance of the instrument. Our school will then pass this charge on to parents.
- 5.3 Charges will be made at the discretion of the Headteacher in cases where families are experiencing financial difficulties.

6. Music Examinations

- 6.1 Occasionally, pupils and their parents/carers may be advised by peripatetic music staff that pupils could take a grade examination. In this case, parents/carers are responsible for any associated costs.

7. Transport to Secondary Schools

- 7.1 Where a pupil travels directly from home to visit a secondary school and vice versa, parents will be asked to meet the cost of such travel.
- 7.2 Where visits of this sort are organised during the normal school day and pupils travel directly to and from St. Michael's School, travelling expenses will be met.

8. Swimming

- 8.1 St Michael's organises swimming lessons for children in KS2. These take place in school time and are part of the National Curriculum.
- 8.2 We make no charge for this activity and inform parents in which year groups and when these lessons are to take place.

9 Charges in Kind

- 9.1 Where parents have indicated in writing that they wish to own a finished product, completed within curriculum learning, our school may make a charge. The charge shall not exceed the cost of the materials used by the child (or parents/carers will be required to supply these).

10 Charging for School Equipment

- 10.1 No charge will be made for materials, books or equipment needed for lessons. The only exception to this is any damage to, or loss of the equipment not caused by fair wear and tear. An example would be where parents can be asked to pay for the cost of replacing broken windows or damaged books, etc. where this is a result of pupils' behaviour.
- 10.2 Any reading book lost or damaged must be replaced at the full cost of the new copy. A parent will be informed of this at the relevant time.
- 10.3 The school does not charge for the first issue of reading records. Replacements, if lost, are charged at nominal amount per reading record.

11 Income from sales – Non-profit making

- 11.1 Some goods may be purchased through the school for the convenience of parents or pupils. The school will not seek to make a profit from these sales.
- 11.2 Goods in this category will include pre-loved uniform, water bottles and book bags etc. Information regarding these purchases can be obtained from the school office.

12 Residential Visits and Overnight stays

- 12.1 Participation in residential visits, which enrich the curriculum and educational experience of the children, will be based on parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges. The charge will not exceed the actual cost of providing board and lodging. The charge per head may include elements for:
- a) a pupil's travel costs.
 - b) a pupil's board and lodging costs (covered under a separate heading).
 - c) entrance fees to museums, castles, theatres, etc.
 - d) insurance costs.

- 12.2 When organising school visits, our school will write to parents asking them to contribute towards the cost. If a visit cannot take place without some help from parents or carers or we cannot fund the activity from other sources, this will be explained **at the planning stage**. No pupil will be left out because a voluntary contribution has not been received. However, if there are insufficient contributions, the school may be left with no choice but to cancel the visit.
- 12.3 If a parent/carer has reserved and paid for a place on a school visit and is unable to take part in the visit a part or full refund cannot be given.
- 12.4 Governors have agreed to subsidise some trips at their discretion.
- 12.5 Pupils requiring assistance towards residential trips, for instance those in receipt of pupil premium, can be supported in applications to Fishley Trust or similar.
- 12.6 In cases where families are experiencing financial difficulties other residential charges remissions will be made at the discretion of our Headteacher
- 12.7 All other costs involved in residential visits are asked for as voluntary contributions. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would be covered in other ways.

13 Private use and hire of school facilities

- 13.1 The Headteacher will determine charges for the private use of school facilities by members of staff, for example private telephone calls, reprographics and faxes.
- 13.2 We have facilities for hire, both indoors and out, ideal for activities such as dance, sport, drama, and meetings etc. The letting charges for the school hall, playground with an adjoining outdoor children's gym (only for use by children aged 5-11 years), Multi use gaming area (MUGA) and Large field in addition to onsite parking, are available upon application to Mrs L Mosedale via the school office. Any persons hiring the premises must comply with our lettings and safeguarding policies.

14 Paying for Information

- 14.1 Where parents or members of the public request copies of information under either the Data Protection Act or the Freedom of Information Act, the Governors will make a charge for providing copies of information. Details of charges are provided in the schools Data Protection Policy and FOI Publication Scheme.

15 Monitoring & Review

- 15.1 The procedures in this policy will be monitored in the light of any new information and guidance that becomes available.