

St Michael's CE VC Primary School
Let Your Light Shine

Charging and Remissions Policy
Sept 2023

Charging and Remissions	Guidance Notes
<p>1. Charges for trips The school may at times request voluntary contributions for parents for school trips and activities in school time.</p>	<p>Letters to parents should make it clear that contributions are voluntary – but that the trip or activity may not go ahead if contributions do not cover the cost. Hardship rules apply (see below).</p>
<p>2. Charges for Residential Camps The school will request voluntary contributions to cover the cost of transport, activities, and any additional supervisory costs (eg supply costs). Board and lodging costs will be charged, with certain exceptions (see opposite box). As with trips, the camp may not go ahead if contributions don't cover the cost.</p>	<p>The school is entitled to levy an appropriate charge to all parents for board and lodging requirements, unless the family receives any of: Free School Meals; Income Support; Income based Jobseekers Allowance; Support under Part VI of the Immigration and Asylum Act; Child Tax Credit under certain conditions; Guaranteed element of State Pension Credit. Hardship rules apply (see below).</p>
<p>3. Charges for music lessons The school will charge for music lessons. These charges will cover the cost of the instrumental teacher. The school may also make charges as necessary to cover instrument hire where the instrument is owned by the school.</p>	<p>Although Music lessons generally take place during the school day, they do not form part of the school curriculum. Because of this, hardship rules do not automatically apply, but special consideration may be given for particular circumstances.</p>
<p>4. Charges for the costs of ingredients The school may ask for a voluntary charge for the cost of food ingredients and materials for items made at school.</p>	<p>Food ingredients may also be paid for by the PTFA. Hardship rules apply</p>
<p>5. Charges for damage/loss Parents may be required to reimburse the school for loss or damage to school property for which they or their children are wholly or partly responsible.</p>	<p>This includes both deliberate damage and damage caused by negligence or inappropriate behaviour. It also includes loss of school property, eg reading books. Hardship rules do not apply.</p>
<p>6. Charges for activities outside school hours Parents may be charged for additional activities outside school hours, including before school, at lunchtime, and after school.</p>	<p>Charges might include travel/food costs; equipment costs; teaching and other staff costs. Examples include: charges for clubs, charges for pre-school/after school childcare. Hardship rules do not automatically apply, but special consideration may be given for particular circumstances to ensure participation.</p>
<p>Hardship Rules We aim to ensure that no child is prevented from participating in a school trip, including camps, due to financial hardship. We also wish to ensure as full participation as possible in all school activities, including after-school clubs, music lessons etc. Parents are invited to approach the Headteacher in complete confidence for assistance. The pupil premium is now available to support children entitled to Free School Meals/Pupil Premium in these areas. Otherwise, School Fund may be used to subsidise non-FSM/PP cases.</p>	
<p>Charges Levied by a third party In certain cases it may be appropriate for third parties to charge parents directly – eg providers of music lessons other than the Local Authority; travel agencies; club leaders using the school premises.</p>	

Approved by Finance Governors: *Sept 2023* Review Date: *Sept 2027*