

St Michael in the Hamlet Primary School
SCHOOL CHARGING AND REMISSIONS POLICY

Our school is a Rights Respecting School whereby all respect the United Nations Convention on the rights of the child and the responsibilities that come with those rights.

❖ **CHARGING POLICY**

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost. Pupil Premium is used to ensure parity of experience where a family is entitled to FSM.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim 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.

Activities without charge

As set out in the Education Reform Act 1988, there will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- instrumental and vocal tuition provided in school for children in care or where a family is entitled to FSM.
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

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 then the activity will be cancelled.

Chargeable Activities

Please see appendix for charges made last year

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
(a) part of the National Curriculum;

(b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;

(c) part of religious education.

- board and lodgings on residential visits (subject to remission arrangements). School uses Pupil Premium to fund 50% of every residential where a family is entitled to FSM.
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by the parent/carers
- Full time Nursery places (where available)
- Costs of lost and destroyed school property and breakages

❖ **REMISSIONS POLICY**

Parents and carers who are experiencing difficulties with payments of any sort are encouraged to speak to the Headteacher confidentially. Every effort will be made to support them. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities. The Head will ensure that the school's equal opportunities policies are observed in implementing this policy and best use of Pupil Premium where a family is under financial hardship.

Responsibilities

The governing body is responsible for making and reviewing the policy. The Head and Business Manager are responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate. Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g., the Educational Visits Coordinator).

Monitoring and Review

The Business Manager will report on the policy to the Head as appropriate. The Head will report to the governors' finance committee on any relevant aspects of the working of the policy as appropriate. The governing body will review the policy every two years.

Policy reviewed: October 2018

Next review date: Autumn 2019