



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Charging & Remissions Policy

Date of issue	November 2020
Renewal date	November 2021
Responsible for this policy	Nicola Purvis

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The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. There are a variety of situations and activities where charging for school activities may or may not be appropriate.

### **Policy Statement**

- Education at St Michael's C of E Primary School is free.
- All children at St Michael's C of E Nursery are entitled to 15 hours free nursery provision per week
- Activities offered wholly or mainly during the normal school teaching time are available to all school pupils regardless of their parents' ability to meet the cost
- The school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- The school has the right 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. No child will be excluded from an activity because the parents are unable to pay a voluntary contribution. However if insufficient voluntary contributions are raised to fund an activity such as a visit or supplementary resources, or the school cannot fund it from some other source, then it will be cancelled.

### **Nursery Fees**

All children are entitled to 15 hours free nursery provision. For full time places the school reserve the right to charge parents who do not qualify for the extended 30 hour provision. Nursery fees are payable half-termly in advance.

In line with the school day nursery starts at 9am and finishes at 3.30pm which is a 32.5 hour week. As DfE funding/nursery fees only cover a 30 hour week the school will charge a small fee for the additional 30 minutes a day over lunch for those children who do not go home at lunchtime.

### **School Trips**

- Optional trips/activities wholly or mainly outside school hours will be charged at an appropriate cost. Such trips will only take place if the full cost can be met by contributions from parents.
- Trips or activities wholly or mainly during school hours may be funded by voluntary contributions. No child will be excluded from such an activity because the parents are unable to pay a voluntary contribution. Such trips or activities will only take place if the cost can be met by voluntary contributions.
- The school request a one-off contribution from parents at the beginning of each year towards the cost of **all** school trips during that year (not including residential trips which are paid for separately). The amount requested will depend on the year group of the child and the cost of trips planned. Parents are asked to make their voluntary contribution by the

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end of the first autumn half term. Unspent contributions at the year end will be carried forward and discounted from the following years annual contribution.

- Board and lodging costs on residential trips will be charged. Where there are not enough contributions to make an activity possible, and there is no way of making up the short fall, the trip may be cancelled.

### **Clubs**

The school runs a breakfast club between 7.45 and 8.45am. All parents using breakfast club must register their child before using the service and all sessions must be paid in advance.

We also offer several extra-curricula clubs before and after school which are operated either by the school or outside agencies. A charge is made for after school clubs operated by the school to cover the cost of staffing, resources, room use etc. All clubs are listed on the school clubs timetable which can be found on the school website. This gives details of how to book and pay for each club.

### **Tax free childcare and childcare vouchers**

In accordance with HMRC guidelines the school will accept Tax Free Childcare or Childcare vouchers for payment of breakfast and after school clubs and for nursery fees. Tax Free Childcare or Childcare vouchers cannot be used for activities within the school day once a child is of school age.

### **School meals**

Reception, year 1 and Year 2 are entitled to Free school meals under the Universal Infant Free School Meal programme. Key Stage 2 children will be charged at the cost recommended by the catering company. All school meals must be paid for a half term in advance. Parents who believe that they may qualify for Free School Meals should contact the school office.

### **Music Tuition**

Voluntary contributions are requested for whole class musical instrument tuition in Year4 and for pupils continuing in Year5. Again no child will be excluded for non-payment but lack of funds may reduce the specialist tuition available. Individual 1:1 tuition requested by the parent is provided via the local authority music service which has its own charging structure.

### **Damages/loss to school property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Other charges/services**

The school may charge for ingredients and materials for practical subjects such as DT, Science, Art where parents have indicated in advance that they wish to receive the finished article. Nursery and reception children are asked to

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contribute to additional resources required for weekly cooking activities. The school has also asked all parents for voluntary contributions to individual maths resources that each child can take home in the event of school closure.

### **Remissions**

Children who are eligible for free school meals or classified as Pupil Premium may receive a 50% discount on:

- School trips
- Breakfast club
- Afterschool clubs run by the school (up to a maximum of 3 clubs per child)
- Whole class musical instrument tuition

In other cases of financial difficulty the Head Teacher or governing body may decide to remit in full or part, charges in respect of a particular pupil or activity, if it is felt reasonable in the circumstances.