



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Charging & Remissions Policy

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Responsible for this policy	Nicola Purvis

*To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be*



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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 may be cancelled.

### **Nursery Fees**

In order to secure a place in St Michaels Nursery parents will be asked to pay a deposit to hold a place when it has been offered and accepted. Deposit fees will be deducted from the first terms invoice however, the deposit is non-refundable if parents decide not to take up the nursery place.

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.

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- 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. Pre-booked sessions must be paid for in advance and, if prebooked, are offered at a reduced rate. Parents using the service as a drop in will be billed via Scopay on the day.

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. All clubs operated by the school are non-refundable. In exceptional circumstances refunds may be given but the school reserves the right to charge a £5 admin fee.

### **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. Under the Mayor of London's free school meal initiative Key Stage 2 children will also receive free school meals for the academic years 23-24 and 24-25.

Nursery children electing to eat school dinners will be charged at a rate that will cover the charge made to the school by the catering company. All school meals must be paid for a half term in advance.

The school encourages parent to apply for a Free School Meal grant where they think they may be eligible. Parents should contact the school office or they can follow the link: [Free School Meal Eligibility Checker \(lgfl.org.uk\)](https://www.lgfl.org.uk) to see if they are eligible. If they qualify they will be entitled to additional benefits– see remissions below.

### **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.

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### **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 contribute to additional resources required for weekly cooking activities.

### **Remissions**

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

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

In other cases of financial difficulty parents/carers are invited to complete an application for financial support from the Learning Fund. [Parents' Forms – St Michael's School \(stmichaelsn6.com\)](https://stmichaelsn6.com)

The school will also actively seek assistance in the form of grants from other charitable bodies.