



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

SCHOOL CHARGES, REMISSIONS & PAYMENTS POLICY

This policy is written in support of the Vision and Values of St Michael and All Angels (Foundation) Primary and Pre-School.

Last Updated	January 2024
Next Review Due	Summer 2025

This policy will be supported by the following policies and procedures:

- Complaints Policy

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1. Purpose

St Michael & All Angels C.E. (Foundation) Primary and Pre-School endorses the principles of the Education Act (2011, 1988) in maintaining the right to free education for all children. This policy is to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

We are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Please note that whilst this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

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2. Charging for Education

We will not charge parent/carers for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parent/carers.

We may charge parent/carers for the following:

- Materials, books, instruments or equipment, where they desire their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- Certain early years provision.
- Use of community facilities.

3. Optional extras

We may charge parent/carers for the following optional extras:

- Education provided outside of school time that is not:
 1. Part of the national curriculum
 2. RE
- Transport, other than that arranged by the LA for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils.

When calculating the cost of the optional extras, the school will only take into account the cost, or an appropriate proportion of the cost, of the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Employment of non-teaching staff
- Teaching staff (including TA's) under contracts for services purely to provide an optional extra, this includes Supply Teachers
- Teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

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The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

The school will not charge a subsidy for any pupils wishing to participate but whose parent/carers are unwilling or unable to pay the full charge.

If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parent/carers choice and a willingness to meet the charges. Therefore, parent/carers agreement is a prerequisite for the provision of the optional extra.

If a charge is to be made for a particular activity, such as optional extras, parent/carers will be informed of how the charge will be calculated.

4. Voluntary contributions

The school will ask for voluntary contributions towards trips or towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to the parent/carers at the outset. The school will also make it clear that there is no obligation for parent/carers to make a contribution and, notify parent/carers whether assistance is available.

No pupil will be excluded from an activity simply because their parent/carers are unwilling or unable to pay. If parent/carers are unwilling or unable to pay, their child will still be given an equal opportunity to take part in an activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parent/carers do not feel pressurised into making voluntary contributions.

5. Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided wither individually or to groups of any size – provided that the tuition is at the request of the pupil's parent/carers.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

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6. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the Governing Body or LA has arranged for pupils to be educated.
- Transport provided for an educational visit.

7. Residential visits

The school will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that take place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost.

Parent/carers will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more that £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less that £7,400 a year (after tax and not including any benefits they receive

8. Education partly during school hours

If 50% or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

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If less than 50% of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and the school may charge for the activity, however, the school will not charge if the activity is part of the national curriculum, part of syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.

(Residential visits) If the number of school sessions covered by the visit is equal to or greater than 50% of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

The remission charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school's contingency funds.

Any charges for extended day services will be optional.

9. Damaged or lost items

The school may charge parent/carers for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parent/carers will not be taken to court for failure to pay such costs.

10. Remissions

Parent/carers in receipt of any of the following benefits may request assistance with the cost of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The school will ask for parent/carers consent for a voluntary contribution (which will be the full amount unless in receipt of benefits mentioned previously) for school trips. Once consent has been given, the trip cost will be raised for parent/carers to pay. This is to ensure that the trip is cost effective as the school does not have funds to cover this cost.

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If the full cost of a trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

11. School trip refunds

All initial deposits for school trips be non-refundable. Parent/carers will be informed of this when they are provided with initial information about the trip. For residential visits, the initial deposit will be 10% and for all other trips this will be 50%.

In the event that the school has to cancel a trip due to foreseen circumstances, parent/carers contributions will be refunded.

In the event that a school trip is cancelled due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parent/carers.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parent/carers contributions for the trip.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the headteacher's discretion as to what happens with the parent/carers contributions for the trip.

In the event that a pupil or their parent/carers cancel the pupil's place on a trip, it is at the headteachers discretion as to whether a refund is given.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £5.00 per pupil. If the excess is less than £5.00 per pupil, this will be paid into the school's account.

The school will deal with cancellations and refunds on case-by-case basis, ensuring that all pupils and their families are treated equally.

If parent/carers wish to make a complaint about refunds, they can do so via the Complaints Policy.

12. School Meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged at a set amount agreed by the Governing Body.

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Payments for school meals are monitored and charges should be paid weekly. Parent/carers are advised if they are in arrears. If the arrears are not cleared, parent/carers may be informed to move their child to packed lunches until payments are received.

13. Out of School Club (OOSC)

The school offers wrap around care via a breakfast and after school club during term time. Charges are decided by the Governing Body.

Charges for OOSC should be paid weekly.

At the end of the school day, if the collection of a child is more than 10 minutes late, they will be taken to OOSC. If collection is more than 15 minutes late, the parent/carers/carers may be charged for an evening session.

OOSC closes at 6pm. If parent/carers are late in collecting their child, they will be charged £5.00 for every 10 minutes they are late.

If payment hasn't been received for 2 weeks, the place may be withdrawn. However, if the parent/carers contact the school to arrange a repayment agreement for the arrears, attendance at OOSC may continue if payment for current sessions taken is received in advance, while the arrears are repaid.

If the repayment agreement plan is broken, the school will contact the parent/carers and may withdraw the place until the arrears are cleared or may arrange a second repayment plan. If a second repayment agreement plan is broken, the debt will be reported to the Governing Body.

Where the above procedure has been followed and parent/carers still refuse to pay for outstanding arrears, consideration will be given to recovering the debt via the Small Claims Court.

14. Pre-School

The school offers a Pre-school for children aged 2 and over. Charges are made for sessions (above funded entitlement), additional half hour in the morning, school meals and snack.

Charges for Pre-school are raised half termly in advance and can be part paid, weekly in advance.

If payment is not received, text and phone reminders will be sent to parent/carers. If the parent/carers contact the school to arrange a repayment agreement for the arrears then chargeable services will continue providing payment for current items taken is received in advance, while the arrears are repaid.

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If the repayment agreement plan is broken, the school will contact the parent/carers and may withdraw chargeable services until the arrears are cleared or may arrange a second repayment plan. If a second repayment agreement plan is broken, the debt will be reported to the Governing Body.

Where the above procedure has been followed and parent/carers still refuse to pay for outstanding arrears, consideration will be given to recovering the debt via the Small Claims Court.

15. Clubs

School offers optional, additional activities after school hours. We may make a charge for some of these sessions.

16. Debts

If parent/carers have outstanding arrears which are not cleared in full, the school reserves the right to prevent them from accessing other services such as Out of School Club or school meals until the arrears are cleared.

If parent/carers have outstanding arrears, it is at the headteacher's discretion if further credit can be offered.

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