



**ST. MICHAEL'S NURSERY
AND
INFANT SCHOOL**

**CHARGING AND REMISSIONS
POLICY**

APPROVED BY ¹:

Name: ANNE TAIT

Position: HEADTEACHER

Contents

1. INTRODUCTION.....	1
2. ADMISSIONS.....	1
3. ACTIVITIES WHOLLY DURING THE SCHOOL DAY.....	1
4. ACTIVITIES WHOLLY OUTSIDE THE SCHOOL DAY.....	2
5. NON-RESIDENTIAL ACTIVITIES THAT TAKE PLACE PARTLY DURING AND PARTLY OUTSIDE THE SCHOOL DAY.....	2
6. OPTIONAL EXTRAS.....	2
7. SCHOOL MILK SCHEME.....	2
8. BEFORE AND/OR AFTER SCHOOL CARE.....	3
9. DAMAGE TO PROPERTY AND BREAKAGES.....	3
10. CALCULATING CHARGES.....	3
11. DEBT RECOVERY.....	3
12. ARRANGEMENTS FOR MONITORING AND EVALUATION.....	3
13. ASSOCIATED POLICIES AND PROCEDURES.....	3
• Single Equality Scheme.....	3
Appendix I – Department for Education FAQs	

1. INTRODUCTION

St. Michael's Nursery and Infants School recognises the valuable contribution that a wide range of extra-curricular activities, including trips, clubs and residential experiences can make towards the education of our young people and aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils and as additional optional enrichment activities.

St. Michael's strives to ensure that all young people have an equal opportunity to benefit from such activities, both on and off site and within and outside of the curriculum, regardless of their family's financial means. To ensure transparency in setting charges and also to ensure all young people are able to access all of the provision we offer, this Policy sets out our approach to charging and remissions. It has been informed by adherence to the law and by following national government guidance.

The purpose of this Policy is to ensure that, during the school day, all young people have full and free access to a broad and balanced curriculum. The school day is defined as Monday to Friday 9am – 3pm excluding the lunchtime period. A school session is equivalent to half a day i.e. either one morning session before lunch or one afternoon session afterwards.

Where this Policy refers to parents we mean any person with parental responsibility for a child or young person.

This Policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

2. ADMISSIONS

No charge will be made for any aspect of the admissions process to this school.

3. ACTIVITIES WHOLLY DURING THE SCHOOL DAY

No charge will be made for education provided during normal school hours. This includes all activities related to the National Curriculum and religious education as well as the materials, equipment and transport required to provide it. Music Tuition which is not part of the school curriculum is covered under point 8 below.

We recognise that the definition of 'part of the National Curriculum' is not limited to learning outside the classroom experiences required as part of a specific subject e.g. geography or science fieldwork, but also includes activities designed to fulfil requirements under the National Curriculum 'inclusion statement' and others as applicable.

In some cases a charge will be made to cover the cost of ingredients or materials where parents have confirmed in advance that they wish their child to own the finished product.

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

From time to time we may invite a non-school based organisation such as travelling theatre company, life bus, dance tutor, etc. to deliver an activity during the school day. Such organisations may wish to charge parents, who are entitled not to pay any fee and instead to ask the Head teacher to agree to their child being absent/taught elsewhere in the school for that period. In many cases, however, parents will be asked for a voluntary contribution towards the cost of the activity.

4. ACTIVITIES WHOLLY OUTSIDE THE SCHOOL DAY

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

Lunchtime and after school clubs and activities are wholly outside of school hours and do not fall under the definition of education above. Please see Point 6. Optional Extras.

5. NON-RESIDENTIAL ACTIVITIES THAT TAKE PLACE PARTLY DURING AND PARTLY OUTSIDE THE SCHOOL DAY

Where the majority of time spent on a non-residential activity is *within* normal school hours, the charging regime will be as if it happens *fully within* school hours.

Where the majority of the time spent on a non-residential activity is *outside* of normal school hours, the charging regime will be as if it happens *fully outside* school hours i.e. the activity becomes an 'Optional Extra'.

6. OPTIONAL EXTRAS

The Governing Body reserves the right to charge parents for activities deemed to be optional extras. Such activities will include, for example, a visit to the Theatre unless it is part of a national curriculum subject area.

Lunchtime and after school activity clubs do not operate during normal school hours and to cover the costs of offering such opportunities a charge may be made to the parents of pupils who wish to participate in them. Families on a low income who are unable to pay such charges should speak to Mrs Tait in complete confidence.

In calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, instruments, or equipment provided in connection with the optional extra;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

7. SCHOOL MILK SCHEME

The Government currently provide free milk to children up to the age of 5 years old. The Governors at St. Michael's want all children to benefit from a daily milk drink and so subsidise the provision of milk for all our children.

8. BEFORE AND/OR AFTER SCHOOL CARE

Charges will be made for any services offered to pupils before school with the level of fees and any remissions to be set and reviewed regularly by the Governing Body e.g. Breakfast Club.

9. DAMAGE TO PROPERTY AND BREAKAGES

The school will attempt to recover some or all of the costs incurred repairing wilful damage or breakage of school property or wilful damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher.

10. CALCULATING CHARGES

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those for whom school receives Pupil Premium funding. The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents.

11. DEBT RECOVERY

The Governing Body authorise school to take all reasonable measures to collect debts as part of its management of public funds. In doing so it will observe the relevant financial regulations and any other legal requirements.

Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Only debts below that allowed for in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this amount will be referred first to the Governors and then to the Secretary of State for approval. If any debtor has a number of debts that together exceed the write-off limit then these will be treated as a total amount.

Unless a decision to write-off a debt is demonstrably a reasonable course of action authorisation is in place to initiate legal or other action to recover debts.

A formal record of any debts written off will be maintained and this will be retained for 7 years.

12. ARRANGEMENTS FOR MONITORING AND EVALUATION

The Finance Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

13. ASSOCIATED POLICIES AND PROCEDURES

- Educational Visits Procedures
- Single Equality Scheme