

St. Michael's C of E Primary School
Charging & Remissions POLICY

St. Michael's C of E Primary School recognises the valuable contribution made to the curriculum by a wide range of additional activities such as school visits and journeys. Such activities not only contribute to the growing confidence and social development of the child but also towards gaining a grasp of how the real world beyond our gates actually works. Such charges as are made by the school are made with these aims in mind, and we find that parents are happy to support our activities with voluntary contributions. If, however, insufficient voluntary contributions are received, then it may have been cancelled.

The remissions policy must set out the circumstances in which charges will be remitted in whole or in part. Section 457 of the Education Act 1996 states where a parent is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip.

The prescribed benefits are:

- Universal Credit in prescribed circumstances;
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part V1 of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- Guaranteed element of State Pension Credit;
- Income related employment and support allowance that was introduced on 27 October 2008.

If a parent on Income Support, Income Based Jobseeker's Allowance, Child Tax Credit, with an annual income of less than £16,190 or Guaranteed Element of State Pension Credit. **IMPORTANT** If you are in receipt of Working Tax Credit you are **NOT** eligible, you can contact the school for **some assistance** with charges for school activities, this matter will be dealt with as sensitively and discretely as possible.

SUMMARY OF CHARGES – The basic premise is that compulsory education in this country is free however;

1. 'Optional Extras', not related to statutory duties, for example; extra-curricular clubs requiring expenditure on materials or activities taking place partly or wholly outside school time. The full cost of the activity may be charged.
2. Board and lodging on residential visits mainly in school time (50% or more) The accommodation and meals can be charged but transport and other costs have to be funded through voluntary contributions. A breakdown of costs must be given.
3. Board and lodging on residential visits and other trips mainly out of school time (50% or more) if not related to a statutory curriculum purpose a charge for the entire amount will be requested. The FSM benefit criteria does not apply.
4. If a pupil is entitled to Free School meals then they are exempt from the meals and accommodation part of the cost. Letters to parents must state this requirement. Parents will be invited to contribute to the other costs in the same way.

September 2016

5. For trips mainly out of school time (50% or more) If not related to a statutory curriculum purpose a charge for the entire amount will be requested. The FSM benefit criteria does not apply.
6. Peripatetic music services. The full cost will be charged except in cases of statutory remission FMS.
7. Voluntary contributions from parents. Day Trips in school time cannot be charged, whether curriculum based or as end of term 'treats'. Voluntary contributions can be requested stating, that the trip may be cancelled if insufficient contributions are received. Pupils will not be discriminated against any pupil whose parents choose not contribute.
8. Private telephone charges. Staff use own mobiles. N/A
9. Private photocopying N/A
10. Hot school Meals by staff N/A

To be reviewed annually at the first Finance meeting of the academic year.

Policy to be reviewed September 2017