



Horton St. Michael's CE First School and Nursery

CHARGING AND REMISSION POLICY

Horton St Michael's CE First School and Nursery adopts the Charges and Remissions Policy of Staffordshire University Academies Trust (SUAT) and the full policy may be viewed at <https://www.suatrust.co.uk/documents-policies>

Chargeable Activities

School Meals

Children in Years R, 1 and 2 are entitled to a free school meal each day provided by our catering provider and funded by the government Universal Infant Free School Meals scheme.

Children in Nursery, Years 3 and 4 will be charged £3.50 per day for any meals taken during term time.

All families of children in Years R to Year 4 are encouraged to check their entitlement to a free school meal based on economic grounds. This can be checked via the Staffordshire County Council website:

<https://www.gov.uk/apply-free-school-meals>

Residential trips

To levy a charge for all board, lodgings and travel costs on residential visits. Charges for the residential trip will be payable in instalments spreading the cost over 3 instalments. (Parents of pupils eligible for Pupil Premium will not be charged with payments being made using the Pupil Premium Funding in the school budget, see below.)

Extracurricular Activities

To levy a charge for activities wholly or mainly outside school hours which are not part of the National Curriculum or statutory Religious Education. In practice this covers extra curricular activities, e.g. sporting events, theatre visits etc. when the child will need to cover the whole cost unless special circumstance exist and have been agreed by the Headteacher.

Breakages and replacements as a result of damages caused wilfully or negligently by pupils

A charge may be made for the cost of, or towards replacement at the discretion of the Headteacher and the Local Academy Council.

After School Clubs

Charges will be made for After-School Clubs set by the external agencies organising them, including The Kipling Club. Payment should be made directly to them.

Horton St Michael's operates Kipling Club during term time and charges are as follows:

Breakfast club (7.30am to 8.35am) - £6.00

After School Club:

3.15pm to 4.15pm - £8.00

3.15pm to 5.15pm - £10.00

3.15pm to 6.00pm - £12.00

Late collection penalty: £2 for every 15 minutes after 6.00pm.

Letting of the school premises or grounds

The school premises may be let for a charge as detailed below:

School Hall £25 per hour

Playing Field £15 per hour

Termly Let £10 per session (after school clubs)

Nursery

Nursery Charges for sessions in excess of the 15 hours Nursery Education Funding (during term time):

£6.00 per hour

8.45am to 12.00 £19.50

12.00 to 1.00pm £6.00 (plus cost of school meal at current rate)

1.00pm to 3.15pm £13.50

Full day (8.45 am to 3.10pm) £39.00

These charges may not apply if parents/carers meet HMRC criteria for Extended hours (an additional 15 hours per week during term time) and can supply a valid eligibility code.

Non Chargeable Activities

Educational resources

To levy no charge in respect of books, materials, equipment etc. provided in connection with the National Curriculum or statutory Religious Education except where parents have indicated in advance the wish to purchase additional equipment or materials. In practice this means no charge can be made for items or activities which form part of the National Curriculum, the only exception being reasonable contributions towards the costs of materials incurred in music lessons for the hire of the instrument, not National Curriculum.

Pupil Premium Support

To provide free access to snacks, violin lessons, one after school club per week, educational trips and residential trips to all FSM and LAC pupils. The relevant bodies (ASC leaders, teachers, School Fund etc) will be paid using Pupil Premium funding. (This does not apply in the case of pupils in receipt of the Government's Universal Infant Free School Meals not in receipt of Pupil Premium.)

Voluntary Contributions

School Trips

School will request voluntary contributions from parents for school activities in or out of school time, for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution. Pupils eligible for Pupil Premium will have their contribution paid by the Pupil premium funding which will reimburse School.

This applies to educational visits currently undertaken during the school day. In practice the following process must apply: -

A contribution should be requested from parents, with full details of the costs provided. The letter must also include the fact that this is a voluntary contribution and the school will be happy to discuss problems re payment in confidence. Trips are costed at component cost price. However, parents may make a contribution up to the total cost of the trip if they so wish. The cost of trips for Pupil Premium pupils will be funded via the Pupil Premium Funding.

Any parents expressing concern over payment should be referred to the Headteacher for remission. Any parental contribution should be accepted and all pupils whose parents request their inclusion in the activity must be included irrespective of contribution.

If any significant anticipated shortfall in funding (i.e. more than 10% of the planned cost) is indicated, the Headteacher should consider the cancellation of the activity after consultation with the visit organisers.

Hugh Sleigh Fund

The school can apply for financial help towards Religious Education activities and resources from the Hugh Sleigh Fund.

Appeals or Parental Concerns

These should be referred to the Local Academy Council for discussions if agreement cannot be reached directly with the Headteacher.

The Chair of Local Academy Council and the Headteacher are given the right of determination for any individual case arising from the implementation of this policy.

'Learning, laughing and playing together in God's hands'

Updated and Approved by LAC - September 2025

Date of Next Review - September 2026