



## 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 [www.suatrust.co.uk/financepolicies](http://www.suatrust.co.uk/financepolicies)

#### **Aims and Objectives**

To ensure that when charges are made to parents for matters relating to their children's schooling or related activities these are fair, reasonable and in line with legislation and agreed County and School policies and guidelines. Similarly to ensure that parents are aware of the school's remissions policy and other ways in which support is forthcoming from the school.

#### **Forward Planning**

As much prior information must be given to parents to assist with their forward planning and the spreading of costs. Parents must be encouraged to prioritise those visits that form part of the planned curriculum rather than those activities, which are additional and complimentary.

#### **Chargeable Activities**

##### **School Meals**

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

Children in Nursery, Years 3 and 4 will be charged £2.38 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.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Overview.aspx>

##### **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.

### **Musical instruments and lessons**

School will charge £10 per term for the hire of a violin. Charges for group or individual lessons are set by and paid directly to the independent violin tutor.

### **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)

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All hirers must provide proof of adequate insurance.

### **Nursery**

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

£4.95 per hour	
8.45am to 11.45am	£14.25
11.45am to 12.45pm	£4.95 (plus cost of school meal at current rate)
12.00 to 12.40pm	£3.30
12.40pm to 3.10pm	£12.38

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 Sleight Fund**

The school can apply for financial help towards Religious Education activities and resources from the Hugh Sleight 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'***

Approved by LAC - 23<sup>rd</sup> November 2022

Date of Next Review - November 2023