

Charging And Remissions Policy

OUR SCHOOL PRAYER:

What does the Lord ask of you?

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.8

Contents

Statement of Intent

1. Purpose
2. Activities Where Charges May Be Applied
3. Families Qualifying for Remission or Help with Charges
4. Additional Considerations
5. Arrangements for Monitoring and Evaluation


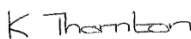
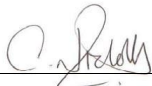
Statement of Intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

The governing board of St Michael's Church of England High School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards a student's personal social and academic development. The governing board aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Signed by:

	Acting Headteacher	Date: <u>10/03/2022</u>
	Co-Chair of Governors	Date: <u>10/03/2022</u>
	Co-Chair of Governors	Date: <u>10/03/2022</u>

Date adopted	January 2015
Date revised	10 th March 2022
Review date	March 2024

1. Purpose

- 1.1 We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular), independent of their parent's financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers that may prevent some students from taking full advantage of the opportunities.
- 1.2 The school and its Governing board are committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.
- 1.3 The Headteacher, staff and governors will ensure that the following procedures are applied.

2. Activities where charges may be applied

a) Trips and visits

Costs may be charged to cover the full cost of non-residential trips and visits.

b) Residential trips and visits

Costs may be charged to cover the full cost of the trip, including board and lodging. However, if the trip is a compulsory part of the syllabus for a public examination, parents in receipt of certain benefits (see point 2 below) will be informed that full remission will be provided by the school. When a trip is offered to more students than places available, parents will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of students, provided that the tuition is provided at the request of the pupil's parent

d) Enrichment Activities

Enrichment activities that may be charged for are regarded as 'optional extras'. These activities do not form part of the National Curriculum, or part of a syllabus for a prescribed public examination, or part of the school's basic curriculum for religious education. Charges will not exceed the actual cost of provision.

e) Damage/Loss of Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or a lower cost may be set at the discretion of the headteacher.

A charge will be levied in respect of wilful damage, neglect or loss or property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

3. Families Qualifying for Remission or Help with Charges

- 3.1 In order to remove financial barriers from disadvantaged students, the governing board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a subsidised charge at the discretion of the Headteacher. This remissions policy sets out the circumstances in which charges will be waived. Criteria for remission is based on those that qualify for the Pupil Premium. The amount of remuneration will be in line with the Pupil Premium policy.

3.2 The governing board may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The headteacher, in consultation with the chair of governors, will make authorisation for such remission.

4. Additional Considerations

4.1 The governing board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a “first pay, first-served” basis discriminates against students from families on lower incomes and we will avoid that method of selection.

5. Policy Review

5.1 The Finance Committee of the governing board will monitor the impact of this policy by receiving on an annual 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. It will seek to evaluate the impact of the school’s extended services on those children most in need of additional support.

5.2 This policy will be reviewed on a two-yearly basis by the Business Manager (Finance) in agreement with the governing board.