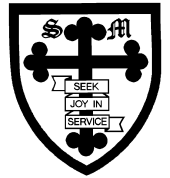


St Michael's CE Primary School Charging and Remissions Policy



This Charging & Remissions Policy informs staff and parents/carers about charging for school activities. It conforms to the requirements of the guidance detailed in the DfE's 'Maintained Schools Governance Guide' (November 2025) and 'Charging for School Activities' (May 2018).

In accordance with these guidelines, the School:

- Will not charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA), or by the school, to carry pupils between the school and an activity.
- Will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils (or pupils in groups of any size), provided that this tuition is at the request of the parent(s).
- May charge for school time activities by inviting parents and others to make voluntary contributions to enable school funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- Will charge for residential visits. Subsidies are available for pupils whose parents are in receipt of certain benefits including:
 - *Universal Credit provided you have an annual net earned income of no more than £7,400 (£616.67 per month).*
 - *Child Tax Credit only (with no Working Tax Credit), with an annual gross income of no more than £16,190.*
 - *Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)*
 - *Income Support*
 - *Income-based Jobseeker's Allowance*
 - *Income-related Employment and Support Allowance*
 - *Support under Part 6 of the Immigration and Asylum Act 1999*
 - *The guaranteed element of Pension Credit*
- Will keep parents and carers informed of other subsidies which may be available – for example towards the cost of music lessons or other activities.

- Will charge for its own extended day services i.e. Breakfast Club.
- May charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum.
- Will permit organisations to charge parents for activities which are independent of the school, for example, for after school childcare. The school encourages outside organisations to hire the school premises to run a variety of programmes, outside school hours, for primary school age children. The school does not determine the fees charged to participants.
- Sometimes members of staff run lunchtime or after school clubs. We are grateful to the staff for doing this in their own time and no financial contribution is sought from parents.
- The Governors will review the lettings charges levied by the school on an annual basis.
- Parents are asked to make a contribution towards replacing damaged or lost school property, for example library, phonics or class books, caused wilfully or negligently by their children.
- A charge may be made for copies or photocopies of school documents to cover printing costs. Reports for children with special needs will not be charged.
- Parents/carers who regularly pick up their children late from school will be charged for childcare. The charge will be per child and will be £5 per 15 minutes or part thereof and the charging period will begin at 3.45pm. Due consideration will be given to exceptional and unavoidable circumstances.
- For FOI requests: there will be no cost for information that is emailed, but the school may charge postage and printing costs where necessary. Fees may be charged where the cost of compliance exceeds the appropriate limit.

Reviewed by Buildings & Finance Committee:
Next Review Date:

February 2026
February 2027