Charging and Remissions Policy 2026- 2027
St. Michael in the Hamlet Primary School

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost. Pupil Premium is used to ensure parity of experience where a family is entitled to targeted FSM.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim 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.

Activities without charge:

As set out in the Education Reform Act 1988, there will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities)
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled.

Chargeable Activities

Please see appendix for charges made last year. The school may recover the full costs of the following activities but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
  - (a) part of the National Curriculum;
  - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
  - (c) part of religious education.

• Board and lodgings on residential visits (subject to remission arrangements). School uses Pupil Premium to fund 50% of every residential where a family is entitled to targeted FSM.
• Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
• Cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
• Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by the parent/carers
• Costs of lost wrap around care (Breakfast Club and Haven). Breakfast club is available with a 50% discount families eligible for targeted FSM.
• Nursery fees outside of families 'free hours' eligibility.
• Costs of lost and destroyed school property and breakages
• All fees must be payable in advance. School reserves the right to withdraw services if payment is not made and a suitable payment plan has not been arranged. Any persistent debt can be referred to the local authority's legal team if required.

Remission Policy

Parents and carers who are experiencing difficulties with payments of any sort are encouraged to speak to the Head teacher confidentially. Every effort will be made to support them. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities. The Head will ensure that the school's equal opportunities policies are observed in implementing this policy and best use of Pupil Premium where a family is under financial hardship.

Responsibilities

The governing body is responsible for making and reviewing the policy. The Head and Business Manager are responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate. Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g., the Educational Visits Coordinator). Monitoring and Review The Business Manager will report on the policy to the Head as appropriate. The Head will report to the governors' finance committee on any relevant aspects of the working of the policy as appropriate.

The governing body will review the policy every two years.

Policy reviewed: September 2026
Next review date: Autumn 2028