



## **ST MICHAEL'S COLLEGE**

### **CHARGING AND REMISSIONS POLICY 2023-2024**

#### **Aims and Objectives**

We want all our pupils to have an equal opportunity to benefit from College activities, both on and off site, within and outside of the curriculum, regardless of their family's financial means. This policy sets out our College approach to charging and remissions. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access provision on offer.

#### **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the College:

1. College trips and residential courses in College time: the board and lodging element of the residential trip.
2. Activities outside College hours: the full cost for each student of journeys, trips and overnight stays which take place at weekends and during holidays, which are deemed to be optional extras and not part of a syllabus for prescribed public examinations.
3. Materials: the cost of materials or ingredients for Design and Technology and Food Technology, if parents or students have indicated in advance that they wish to own the final product.
4. Acts of vandalism and negligence: The Governing Body reserves the right to recover part, or the whole cost of damage to buildings or equipment which is the result of vandalism, wilful damage or negligence by a student.
5. Resits of prescribed public examinations where no further preparation has been provided by the College.
6. Fees to be recovered where parents have asked for examinations to be remarked by examination boards.
7. A charge will be made in respect of examination entries for pupils where the College has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old). In these

circumstances, if the pupil subsequently passes the examination, the College may refund the cost.

8. Costs associated with individual tuition in the playing of musical instruments unless it is provided as part of the syllabus for a prescribed public exam or is required by the National Curriculum.
9. Costs associated with the Duke of Edinburgh Scheme.
10. Costs of optional extras decided by the Principal. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

### **Remission**

1. Where the parent of a student is in receipt of government support payment(s), the Governing Body will remit wholly or partly the cost of board and lodging for any residential activity that is organised for the student and which takes place in College time. This will also be the case where residential activity forms part of the syllabus for a public examination.

Relevant government support payment(s) are:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the limit for the tax year.
- The guarantee element of State Pension Credit
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

2. The Governing Body may remit charges in full or in part for other parents after considering specific hardship cases. Parents are invited to apply in strictest confidence for remission of charges to the Principal. The circumstances in which concessions are applied will be reviewed regularly.

### **Voluntary Contributions**

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity is cancelled due to insufficient funds, all monies received will be returned to parents.

**Governors Fund**

The Governors fund is not part of the College budget but it helps towards the costs of parents meetings and special events. It helps to keep the costs down for school trips and educational activities, both generally and for individual families. We ask for a contribution of £15 for each single student and £30 for 2 or more student families within the school each year. The fund is not a large one but depends entirely on the support of parents.

**August 2023****Signed: .....****Date:...****Chair of Finance & Resources Committee****Review Date: 2024**