Charging and Remission Policy

St Michael's Catholic Grammar School

Founded by the Sisters of the Poor Child Jesus, a Voluntary Aided school in the trusteeship of St Michael's Catholic School Trustee and a member of the Loreto Education Trust.

Approved by:	Headteacher	**Date:** Nov 2026
Last reviewed on:	November 2025	
Next review due by:	Autumn 2027	

Introduction

The policy of the Board of Governors at St Michael's Catholic Grammar School is to provide free education for all attending pupils, although it is recognised that some optional activities could not take place without the financial support of parents. This policy is implemented within the letter of the law, and also embracing the spirit of it. The Board of Governors has, therefore, set up a charging and remissions policy for activities in the School. This will be reviewed annually.

Charging Policy

Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a pupil should not be debarred from a visit if a parent does not wish to or cannot contribute. In cases of family hardship, parents may apply, in confidence, to the Headteacher for exemption from such contributions. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

There may be occasions when an organisation other than the School arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided. If payment is not made the students must attend school as normal.

We believe that the School should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences.

For other activities such as music tuition, field trips, concert and theatre visits Annex A indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

Remission Policy

Parents or carer's who are in receipt of the following benefits are exempt from paying charges, the school would endeavour to support these families by contributing towards the cost of trips and other activities – as far as school funds allow:

- Universal credit in prescribed (as directed by Government legislation) circumstances
- Income Support
- Income-based Jobseeker's Allowance
- Support under part 6 of the Immigrations and Asylum Act 1999

- Child Tax Credit, provided that the family's income as assessed by HM Revenue and Customs does not exceed certain limits.
- The guarantee of State Pension Credit
- An income related employment and support allowance

Payment

All payments, should be paid through parent pay.

Annex A: Charges by Activity

Activity	Comment
Transport to Work Experience	Parents will pay directly (except pupils where an Educational Health Care Plan refers to transport).
Re-scrutiny of exam results.	Parents to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by school.	Parents to pay all charges.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	Parents to pay all charges.
Recovery of wasted exam fees.	Parents to pay all charges.
Any retake of an examination at GCSE or A level at parents' or student's request.	Parents to pay all charges.
Individual Instrumental music tuition that is over and above the National Curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. Any examination fees are paid by parents.
Activities outside school time not related to statutory duties.	Charges will be levied and explained to parents in an information leaflet or letter to parents.
Board and lodging on residential visits	Parents are to be charged. Except in cases of statutory remission where families receive benefits.
Damage to any school property by a student	Parents will be asked for a contribution to the cost of the damages caused by their son/daughter. The contribution will be decided by the Headteacher in consultation with the School Business Manager.
Any damage caused by a student on a school trip.	Parents will pay all costs of the damage caused by their son/daughter
Educational visits and field trips.	Parents will be asked for a voluntary contribution.

The list itemised above is not exclusive; where there are scenarios which are not covered by this policy, the Headteacher will use their discretion in setting the appropriate charging policy.