

<b>St. Michael's Academy</b>	Date signed off:	No.
	Spring 2015	
Policy for: Charging and Remissions	Review Date:	
	Spring 2017	

### **Overall Aim**

A fundamental principle of the Charging and Remissions Policy for St. Michael's Academy is that all parents, regardless of physical, social or financial situation will be treated equally and will be expected to conform to the requirements relating to voluntary contributions for day trips, residential trips and in-school activities.

### **Day Trips**

Each year groups will arrange day trips throughout the year to enhance the quality of learning in a variety of curriculum subjects.

Each trip will include the cost of transport, admission fees, instruction or tuition fees and insurance where applicable.

Parents will be informed of the total cost of the trip and a full breakdown of these costs can be made available to them on request.

Parents will be asked to respond to two questions:

- Are they willing for their child to take part in the trip?
- Are they willing to make a voluntary contribution covering the total cost of the trip?

A return date will specify when the money required to finance the trip should be paid to school.

Each trip will be assessed on its financial viability.

### **Residential Trips**

Residential trips will be arranged for year five and six pupils to enhance their experiences of the National Curriculum. The total cost of the trip will include board and lodgings, transport, admission fees, tuition and supervision fees and a daily insurance premium. A breakdown of the charges can be made available to parents on request. The full cost of the whole trip will be met through voluntary parental contributions. Any parent requiring financial support for the board and lodging element of the residential trip will be requested to put their situation in writing.

### **Music Tuition and In-School Activities**

The tuition fees for musical provision either through SOMMITS or the use of private tutors will be met entirely from parental contributions. Any other extra-curricular activities organised by staff at lunch times or after school will be non-chargeable and left to the discretion of the member of staff to manage.

Signed by Chair of Governors.....Date.....

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