



## **CHARGING AND REFUNDS POLICY**

July 2021

<b>Formally adopted by the Governing Board of:-</b>	<b>Buxton Primary School</b>
<b>On:-</b>	<b>8<sup>th</sup> July 2021</b>
<b>Chair of Governors:-</b>	<b>Kathryn Curtis</b>
<b>Last updated:-</b>	<b>July 2020</b>

# Charging Policy

## Charges for School Activities

### Music tuition

Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent. No charge may be made in respect of a pupil who is looked after by the local authority.

### Ingredients and materials

Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

### Travel: Schools **cannot** charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.
- Transport provided in connection with an educational visit.

### Board and lodging

Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

### Activities outside school hours

A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

### Extra-Curricular Activities

The school makes no charge for any after school clubs. If activities are arranged out of term time, a charge may be made by the organising body. The school has access to pupil premium funding for use to support expenditure of some additional activities.

A small cost is made for breakfast club to cover the cost of food and some staffing costs. The school meets the costs of activities and some staffing. Pupils eligible for pupil premium funding may not be charged for breakfast club.

Residential trips - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.

Schools **cannot** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children are not treated differently from any others. Pupil premium funding may be used to cover the costs of trips (day and residential) for any vulnerable pupil. Our PTFA funds also contribute towards some visits/experiences for children.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - only parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher or Business Manager.

## Refunds

Many trips/visits are costly and so parental voluntary contributions are often requested, although an annual budget allocation may be made to subsidise these events. This financial commitment highlights the value our school puts on such visits, this is shared with parents who equally appreciate the educational value of such trips.

However, we acknowledge that there may be certain circumstances where parents have paid for a school event and their child is unable to attend.

Refunds will only be given to parents in the following exceptional circumstances:

- The full contribution to a trip will be refunded if a child is absent due to illness
- If a trip has to be cancelled and the venue and transport provider make no charge, parental contributions will be refunded
- If the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing board which is £5 per pupil

Excess of expenditure will be funded by school budget.