

Icknield Walk First School

Charging, Remissions and Refunds Policy

Status

Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 8.55am to 3.10pm.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors*.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. school day visits, theatre group visits.

In these circumstances no individual pupil will be prevented from participating because his/her parents cannot or will not make a contribution, however if insufficient monies are contributed collectively, the school reserves the right to cancel the event.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example clubs that have costs such as cookery. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

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Breakfast Club

A breakfast club is held from 7.45 – 8.50 am Monday to Friday, payable in advance weekly, half termly or for the whole term.

Flexible Nursery Provision

Children in the nursery are entitled to 15 hours free provision. If a child attends our nursery for over 15 hours we make an hourly charge. This is payable half a term in advance and is non-refundable if a child misses session (for example due to ill health). However, if the school is closed unexpectedly and the nursery session cancelled by the school this money will be refunded or held on account to pay for a future session.

After School and Holiday Club

Fairplay run an after school and holiday club rates of charges can be found on the school website.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, the cost will not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly during school hours, children whose parents are in receipt of Free School Meals because of income will be entitled to the remission of the charge for board and lodging.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Instrumental Music Lessons

Instrumental music tuition is undertaken in school hours for up to and including three pupils. Charges are in line with HCC guidance and vary annually. Current charges can be obtained from the school office.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number

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of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those whose children are in receipt of Free School meals due to income.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Refunds

In the event of a surplus on school journeys/day trips, this will be refunded to parents if this sum is in excess of £2.00 per child.

Arrangements for monitoring and evaluation

The Finance and Resources Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies or the loss to the school budget if no extra funds are donated from other sources.

Date established by governing body

January 2010

Reviewed:

June 2015

Date for review

June 2018