

St. Michael's C.E. Primary School



CHARGING, REFUNDS AND REMISSIONS POLICY

February 2023

Our Vision Statement

Journeying together with Christ

“Start children off on the way they should go, and even when they are old they will not turn from it.”

Proverbs 22:6

This is lived out in practice by our four Christian Values:

Love, Integrity, Creativity & Resilience

Love

John 13:34

“Jesus said ‘Love one another as I have loved you’”

We believe that we have been set the ultimate example of how to live our lives, by our God who is all loving.

Integrity

Hebrews 13:8

“Jesus is the same yesterday, today and tomorrow”

We understand a shared truth which was set out long ago but has not altered or veered, nor will it. This we can depend on and by emulating this, we too can live with integrity.

Creativity

Genesis 1:1

“God created the Heavens and the Earth”

Everything around us, and including us, was made by God and is therefore part of his glorious plan. From nothing, God created all we experience; therefore, we can draw hope that we too may see potential everywhere.

Resilience

Philippians 4:13

“I am able to do all things through Him who strengthens me.”

God promises to be by our side at all times, and especially in times of need. When we face challenges, having Him to support us gives us strength.

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1.0 Declaration by Chair of Governors in respect of St. Michael's Church of England Voluntary Aided Primary School has been discussed and formerly adopted by the Board of Governors

Signed by:

Chair of Governors: Date:

Print name:

Chair of Finance Committee..... Date.....

Print name:

Headteacher: Date:

Print name:

Agreed at the Board of Governor Meeting on: 22nd November 2021

Minute Reference:

2.0 CHARGING POLICY

2.1 School Meals

The charge for a school meal will be set annually by the Board of Governors following consideration of the Catering Business Plan as part of the annual budget setting process.

All meals taken by pupils who are not eligible for free school meals will be chargeable, parents/carers are expected to make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by email/ letter.

There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

2.2 Educational visits:

The school:

- will seek voluntary contributions from parents/carers where applicable
- will not exclude a child from participating in an activity during the school day on financial grounds

Where 10% or more of parents decline to make the requested voluntary contribution (their identity will remain confidential), or the contributions fall short of what the school can reasonably cover, then the visit or activity will not take place.

2.3 Residential activities:

The costs of residential activities can be high and such activities may only continue to be available if sufficient costs are recovered.

Charges that apply:

- travel costs – transport to and from the residential activity
- board and lodging
 - full cost of board and lodging on residential trips whether or not it takes place during school hours
 - parents / carers will be informed of the cost before the activity takes place
- costs of supply staff engaged to cover the staff accompanying pupils on a residential trip where the trip takes place during term time
- full cost recovery for residential activities that take place outside of school hours

NB> The school will offer to subsidise the cost of any residential trip for children of families eligible for free school meals for up to £100 or 50% of the cost per pupil.

No charge applies:

- where parents / carers in receipt of certain benefits may claim exemption in accordance with the Remissions guidance below
- for education costs incurred on any visit during school hours
- for education costs incurred on any visit outside school hours if it is part of the school's curriculum

2.4 Music Tuition

Instrumental tuition or singing lessons do not form part of the curriculum but are an additional activity arranged by the school and delivered by specialist tutors either on an individual basis or as part of a group, following parental request. The cost of such lessons is dependent on the charges applied by the tutors, the size of the group, the duration and frequency of each lesson.

The school operates on full cost recovery basis. However, in order to ensure equal opportunities for all pupils, charges for music tuition within school hours for pupils eligible for free school meals or children in care will be considered for remission in accordance with this policy (see remissions section).

2.5 Examination fees

No charge when:

- an exam is part of the curriculum
- an exam is on the school set examinations list
- the pupil has been prepared for that exam by the school
- the exam is not on the set list, but has been arranged by the school

Charges do apply when:

- the pupil has not been prepared for the exam by the school
- the pupil wishes to re-sit an exam

3.0 Extra-curricular activities:

3.1 Curriculum related clubs

Where these activities run outside of normal school hours, (i.e. sports clubs, story club, art club) a charge may be made to cover costs of equipment, teaching or non-teaching staff, specialist staff /coaches, transport to events such as sports fixtures, or materials used. The total charge will not exceed the actual costs incurred in the provision of the activity and will be set by the Headteacher in consultation with the Curriculum Committee.

Parents/carers will be advised of any such costs before their child is allowed to undertake any such activity and participation will be on the basis of the parent's willingness to pay the charges.

Parents/carers are able to claim remission from such charges in accordance with the guidance below.

3.2 Extra-curricular clubs

Where the school either runs or facilitates out-of-hours clubs, then parents/carers will be expected to 'book' their children into these by either returning slips or completing an online form. By doing this, they are consenting to leave their children in the school's or external organisation's care. Where a charge is required by an external organisation, the school will not be involved.

4.0 Other areas

Charges apply:

- books and materials belonging to the school that a pupil has lost
- books and materials that a parent wishes a pupil to keep after having been advised of the cost
- activities taking place outside school hours that are not
 - part of the school's curriculum
 - part of a syllabus for a public examination that the pupil is being prepared for by the school
 - part of the school's basic religious education
- property damage – each individual case to be decided upon by the Headteacher
 - full repair costs incurred as a result of wilful or reckless damage to school property by a pupil or parent/carer
 - full recovery of costs incurred by the school as a result of damage caused by a pupil to third party property

No charge applies:

- for activities taking place during school hours except any of those listed above
- for transport during school hours for school-organised activities except for educational visits as detailed above
- for activities outside school hours that are part of the:
 - set curriculum including sports matches against other academies / schools
 - syllabus for a public examination that the pupil is being prepared for by the school
 - school's basic religious education syllabus
- for admissions.

5.0 Voluntary contributions

The school may, from time to time, ask parents/carers for voluntary contributions to the school's general funds in order to assist with the provision of resources to enhance their children's education. There will be no pressure exerted and any contribution will be gratefully received.

Where the voluntary contribution applies to an educational visit or extra-curricular activity, if the sufficient level of contributions is not achieved, that activity will be cancelled; any monies already collected will be refunded to the relevant parents/carers.

6.0 DBS checks

The school will cover the cost of DBS checks for all employed staff.

The school will **not** cover the cost of DBS checks for volunteers.

7.0 REFUNDS POLICY

7.1 School meals

- Where payment for a school meal is received in advance and the pupil is absent due to illness and this is known before the day of a meal, the funds will be retained to be used for future meals.
- When a pupil leaves the school and income has been received but meals not taken, the parent is entitled to request a refund.

7.2 Educational visits

- When a pupil is absent due to illness and does not attend an educational visit, the transport/entrance cost will not be refunded, where already committed. However, where possible, the school will endeavour to recover costs related to that activity and, if successful, will then refund the parent/carer.
- If a trip has to be cancelled by the school, parental contributions will be refunded, less any initial deposits withheld by the venue.

7.3 Residential activities

- If a pupil does not attend a residential activity due to illness, the school will endeavour to recover costs, through the trip insurance and, if successful, will then pass this refund onto the parent/carer; please note that initial deposits may be retained by the travel company.
- Where a residential trip is cancelled by the travel company, the school will endeavour to recover full refunds which, upon receipt, will be passed onto the parents/carers.
- Where a residential trip is cancelled by the school, parental contributions already received will be refunded, less any initial deposits withheld by the venue.

7.4 Music Tuition

- Where Instrumental or singing lessons are cancelled by the tutor or the school, and payment has already been received, the school will transfer the funds to cover future lessons taken by the relevant pupil. If lessons are not being continued in the following term, the parent/carer may request a refund.
- Where a pupil fails to attend a pre-booked lesson, refunds do not apply.

7.5 Extra-curricular activities

- If a pupil does not attend an activity due to illness, no refund applies.
- Where curriculum related clubs are cancelled by the school, the income received will be held to cover the cost of the next round. Where pupils are not taking part in the future, parents/carers are entitled to request a refund.

7.6 Outside of school hours activities - not part of the curriculum, or public examination syllabus or part of the school's basic religious education

- If a pupil does not attend an activity due to illness, no refund applies.
- Where the activity is cancelled by the school, the income received will be held to cover the cost of the next round. Where pupils are not taking part in the future, parents/carers are entitled to request a refund.
- Where the activity is arranged by the school but has been cancelled by external organisers/tutors/sports coaches, the school will endeavour to obtain refunds which, upon receipt, will be passed onto the parents/carers.
- Where an activity arranged by external organisers directly with parents/carers is cancelled, the parents/carers must contact the organisers to obtain a refund in accordance with the separate booking agreement.

7.7 Breakfast and After School Clubs

Refunds are in accordance with the external organisers who provide these options

8.0 REMISSIONS POLICY

The Headteacher and Chair of Governors will authorise the remission of charges in all cases.

The school will consider the remission of charges to parents or carers who receive the relevant support payments (in accordance with the current DfE listing) which make their child/children eligible for free school meals and for children in care.

All claims for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.

The school may decide to subsidise part or all of the payment of some charges for certain activities and pupils; each event or case will be considered individually by the Headteacher and the Board of Governors.