



# Charging and Refunds Policy

Written by:	Matthew Cross, in line with NCC model policy
Approved by:	Governing Body at FGB Meeting on 5th October 2023
Date of approval	October 2023

## Contents

[Charges for School Activities](#)

[Activities outside school hours](#)

[Voluntary Contributions](#)

[Remission of charges](#)

[Damaged or lost items](#)

[Refunds](#)

## Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours.

### 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.
- 50% discount is applied to any pupil in receipt of free school meals.

### Ingredients and materials

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

### 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.

### 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 provided in connection with an educational visit.

## 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.

**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.

For example: Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

#### **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.

### **Voluntary Contributions**

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

- Any activity taking place during school hours
- School Equipment
- General School Funds
- Transportation cost for school trips and visits

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.

### **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.

## **Damaged or lost items**

The school may charge for the cost of replacing items that are damaged or lost due to negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school may consider waiving costs in exceptional circumstances. This will be at the discretion of the Headteacher.

## **Refunds**

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled and the venue and transport provider make no charge, or 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.

## **Useful Links**

[Learning Outside the Classroom guidance:](#)

[Latest DfE guidelines](#)