



Greenway Primary & Nursery School

Charging, Remission & Refund Policy

Date approved: 20 June 2019

Date of next review: Summer term 2020

The Governors have agreed the following provisions with regard to charges for school activities as required by the Education Act 1996.

1. CHARGES

Charges will be made for

- (i) All optional extras as defined by the Act;
- (ii) A charge is permitted for instrumental music tuition undertaken in school hours for up to and including four pupils at a time. The charge to parents is based on the cost of tuition paid by the school.
- (iii) The cost of board and lodging of educational/residential school trips, even if they occur mainly during school time. Such charges to be less any subsidy offered by the school;
- (iii) Ingredients/materials for products in Food Technology, CDT, etc. Any such charges will be subject to parents having indicated in advance their wish to have the finished product.

The Governors will, where appropriate, ask parents to pay for damage to school property or to property or equipment belonging to staff or pupils when this damage is the result of their child's behaviour.

2. REMISSION OF CHARGES. Charges for educational visits will be remitted in the case of pupils whose parents are in receipt of certain State benefits. Parents of children who are eligible for free school meals or have been eligible within the past 6 years will be charged 20% of the cost of the visit, with the remainder being allocated from the pupil premium budget. Similarly, pupils eligible for a Dacorum Card will only be required to pay 20% of the costs. In other cases of hardship the Head will consider discretionary remissions. These remitted costs will be paid by the Greenway School Association.

3. VOLUNTARY CONTRIBUTIONS

The Act allows schools to invite parents to make voluntary contributions towards the cost of any activity which takes place during school hours, including the cost of travel for educational/residential school visits, school equipment and school funds generally.

However:

- (i) There is no obligation to contribute;
- (ii) In relation to activities, other than optional extra outside school hours, no pupil may be omitted because the parent has not contributed;
- (iii) There is nothing to prevent parents being told that if sufficient voluntary contributions are not forthcoming the activity will not take place.

4. REFUNDS

Where an activity makes an unexpected surplus the school will consider making a refund. In accordance with the guidance set out within the HCC Financial Handbook for Schools', the school will offer a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person

Surpluses will be reimbursed in whole pounds only.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if the parent / guardian would like to take advantage of it they should contact the office by a date 'x' weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds.' All refunds will be made in cheque format in order to maintain a clear audit trail. Refunds donated to the school will be transferred to an appropriate budget heading.