



Greenway Primary & Nursery School

Charging, Remissions & Refund Policy

Date approved: 20 May 2025

Date of next review: Summer Term 2026

Contents

Contents.....	2
1. Aims.....	3
2. Legislation and Guidance	3
3. Definitions.....	3
4. Roles and Responsibilities.....	3
4.1. The Governing Body.....	3
4.2. Headteacher.....	3
4.3. Staff	3
4.4. Parents/Carers.....	4
5. Where Charges Cannot Be Made	4
5.1. Education.....	4
5.2. Transport	4
5.3. Residential Visits	4
5.4. School Meals & Milk.....	4
6. Where Charges Can Be Made	4
6.1. Optional Extras Education	5
6.2. Optional School Meals.....	5
6.3. Optional Extended Services	5
6.4. Optional Music Tuition	5
7. Remission of Charges	6
8. Voluntary Contributions	6
9. Refunds.....	6
Appendix 1 – Benefit Related Free School Meals	7

1. Aims

Greenway Primary & Nursery School ('the school') aims to:

- have robust, clear processes in place for charging and remissions;
- clearly set out the types of activity that can be charged for and when charges will and will not be made and when voluntary contributions will be requested;
- offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

3. Definitions

Definitions used in relation to this policy:

- **Charge:** a fee payable for specifically defined activities or optional extras;
- **Remission:** the cancellation of a charge which would normally be payable;
- **Refund:** the return of a Charge or part of a Charge;
- **Voluntary Contribution:** a request for parents to contribute funds to the school on a voluntary basis.

4. Roles and Responsibilities

4.1. The Governing Body

The Governing Body has overall responsibility for approving the Charging, Remissions and Refunds Policy ('the policy'). The Governing Body also has overall responsibility for monitoring the implementation of the policy.

4.2. Headteacher

The Headteacher is responsible for ensuring staff are familiar with the policy, and that it is being applied consistently. The Headteacher will set charges and the amounts of voluntary contributions.

4.3. Staff

Staff are responsible for:

- implementing the policy consistently;
- notifying the Headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to the policy and its implementation.

4.4. Parents/Carers

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the policy or the ability to pay an invoice (see the school's separate Debt Recovery Policy).

5. Where charges cannot be made

We cannot charge for:

5.1. Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Certain early years education as funded by the Government (15 or 30 Hours)
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer;

5.2. Transport

- Transporting registered pupils to or from the school premises, where Hertfordshire County Council ('HCC') has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the Governing Body or HCC has arranged for pupils to be educated;
- Transport provided in connection with an educational visit.

5.3. Residential Visits

- Education provided on any visit that takes place during school hours;
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

5.4. School Meals & Milk¹

- Free school meals where children are entitled to benefit related free school meals (Appendix 1 – Benefits) or infant free school meals (Reception Class, Year 1 & Year 2)
- Free school milk is available for children who are entitled to benefit related free school meals and for children under 5 years in the relevant school term.

6. Where charges can be made

Charges will be made for:

- (i) All optional extras as defined by the Education Act 1996 and detailed below at 6.1- 6.4;
- (ii) Certain early years provision not funded by the Government;
- (iii) Community facilities
- (iv) The cost of board and lodging of educational/residential school trips, even if they occur mainly during school time;

¹ Subject to current Government rules

- (v) Ingredients/materials for products in Design and Technology, 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.

6.1. Optional Extras Education

Transport (other than transport that is required to take the pupil to school or to other premises where HCC or Governing Body has arranged for the pupil to be provided with education);

6.2. Optional School Meals

There is no charge for children who are entitled to free school meals including infant free school meals.

Pupils who are not entitled to free school meals will be charged a set amount per day.

The cost of the school meal is calculated by the cost of the food, staff, and building and accommodation costs to include energy.

6.3. Optional Extended Services

The school provides a wide range of extended services. Extended services enable the school to provide:

- high-quality child care either side of the school day ²
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.
- child care by attendance at Breakfast Club and / or After school club (WACCY)
- child care by attendance at Easter or Summer Holiday Camps

When calculating the cost of optional extended services, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Staff engaged under contracts for services purely to provide optional extended services

6.4. Optional Music Tuition

The school charges for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer. Charges are calculated for the cost of the provision, including the cost of the staff giving the tuition, any materials and the cost of buildings and accommodation.

7. Remission of Charges

Charges for educational/residential visits will be remitted in the case of pupils whose parents are in receipt of certain State benefits (see Appendix 1). 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 Headteacher will consider discretionary remissions. These remitted charges will be paid by the Greenway School Association.

8. Voluntary Contributions

The school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- the cost of any activity which takes place during school hours, including the cost of travel for educational/residential school visits and swimming;
- school equipment; and
- school funds generally

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unable or unwilling to pay.

If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

9. 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 via Arbor in order to maintain a clear audit trail. Refunds donated to the school will be transferred to an appropriate budget heading.

Appendix 1 – Benefit Related Free School Meals

Your child may be able to get free school meals if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)