



Jenyns First School and Nursery

Charging, Remissions and Refunds Policy

Reviewed: March 2022

Review date: March 2025

Purpose

We believe that *all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.*

Roles and responsibilities of Headteacher, other staff, governors

The Headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for

- National Curriculum education provided during school hours (including the supply of any materials, books, instruments or other equipment) e.g. Maths
- Education provided outside school hours **if** it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) **if** the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Entry for a prescribed public examination, **if** the pupil has been prepared for it at the school*
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school basic curriculum for religious education
A Voluntary contribution may however be requested to help towards the cost of travel and/or other expenses associated with the event or trip.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

2. Activities for which charges may be made

- Activities outside school hours. Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities. Costs for example board and lodging, of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.
- School dinner money/milk will be requested to be paid in advance. Parents who over a three week period have failed to provide their child's dinner money will be contacted and requested to provide a packed lunch as this helps prevent parents getting into greater debt. Uncleared debts over the value of £30 will be passed to HCC for debt recovery procedures to be enforced as per HCC guidelines.

The number of children who are entitled to Free School Meals is an important factor that influences school funding and parents are encouraged to take up this entitlement. If parents are entitled to Free School Meals the school needs confirmation from HCC beforehand.

- Wilful damage to school property/ equipment
- The cost to the school of cheques returned 'uncleared' from the bank.
- School Photographs. Each year a school photographer will attend the school; Parents will be sent proofs of the photographs of their child and can purchase them if they wish. There is no compulsion to buy.

3. Activities for which a voluntary contribution may be made

- Theatre Company Visits to the school
- Swimming instruction and travelling expenses to the pool.
- Early morning or after school clubs where a fee is payable to a outside party running the group.
- Cost of day trips
- Individual or group music tuition
- Live Musicians
- Cycling proficiency

Parents will be canvassed about their willingness to pay a voluntary contribution towards the costs of admission, travel or a visiting teacher/expert. This charge will be determined by the number of children in the year group and the total cost divided equally between each child.

The school has the right to cancel any activity or visit out of school if insufficient voluntary contributions are made.

4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. Families who need assistance with charges will first speak to the Head Teacher. Any discussions or decisions made will be confidential.

This remissions policy sets out the circumstances in which charges may be waived. Criteria for qualification for remission are given below.

Parents in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income, assessed by the Inland Revenue, does not exceed £16,190

5. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances.

- we can established a system for parents to pay in instalments
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Refunds

If the school has over charges or there are any amendments to the cost of a trip/event, the school will reimburse parents as long as the sum is greater than £3.00 per pupil.