



## Charging, Remission and Refunds Policy

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Review Date:	October 2018
Name of Responsible Manager/Headteacher:	Lynn Paul
Signature of Responsible Manager/Headteacher	
Signature of Chair of Governors	
Date:	

Issue number	1.1
Changes:	<ul style="list-style-type: none"> <li>• Policy and Review dates changed</li> <li>• Removal of reference to fax charges</li> </ul>

### AIM

Kings Worthy Primary School will aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of School facilities.

### PRINCIPLES

- No charge for National Curriculum and related activities in school time
- Voluntary contributions may be requested for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all of the cost of an activity where there are financial difficulties.
- Charges may be made where it enables an increase in, or enriches non-statutory extra-curricular provision at any time
- Charges may be made where time or costs are incurred by the school or its staff in activities that are not related to the education of the children within the school

### KEY RESPONSIBILITIES

#### Resources Committee

- Review and amend the charging policy on behalf of the governing body

- Review regularly the charges for supplies and services and monitor whether actual income is in line with anticipated income

### **Business Manager**

- Will be responsible for drafting proposals for charges
- Will provide reports for the Resources Committee
- If appropriate will provide effective financial administration enabling efficient budget management by the Resources Committee
- Manage and charge for unreasonable damage to school property
- If required will manage the limited letting of school premises

### **PROCEDURES**

#### 1. Off-site extra-curricular activities

A voluntary contribution not exceeding the actual cost will be requested.

#### 2. On-site activities

Curriculum Enriching Activities including:

- Musical instrument teaching

Class based specialist teaching will be provided free of charge. The cost of peripatetic instrumental lessons to individuals or small groups will be met through either a combination of subsidy from the school's budget and charges to parents, or 100% through charges to parents. Charges are set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument; some instruments may be available for loan. In this case parents will be required to sign a Kings Worthy Primary School Instrument Loan Service and Agreement form.

- Extra-curricular clubs

A charge may be levied for participation in extra-curricular activities to meet the costs of materials and staffing as needed.

- Residential study visits

A charge not exceeding the total cost will be made for specialist tuition and residency fees.

#### 3. Letting of premises

A specific document "Conditions of Hire of Premises" is in place to cover all aspects of letting of premises.

#### 4. Charges for services

Details of charges for photocopier and telephone facilities are available from the school office.

At the discretion of the head teacher a charge can be made for activities that take staff time and are not related to the education of the children (e.g. provision of

references for children). Such charges will be agreed in advance with the chair of the resources committee.

5. Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The Resources Committee will be informed in general terms of the total provided for each activity.

6. Refunds of Voluntary Contributions

If a child is unable to take part in an activity for which a voluntary contribution has been made, the parent or carer may request a refund of monies paid if the costs are recoverable by the school. A pro forma is provided for this, attached as Appendix A.

Appendix A

Kings Worthy Primary School

**Request for return of voluntary contribution**

I would like to request the return of my voluntary contribution for .....(please state activity).

The reason my child did not take part in the activity is .....

Signed .....(Parent / Carer)

Child's name .....

Child's class.....

Approved by Headteacher .....

Date.....