



Charging, Remission and Refund Policy.

Agreed by Governing Body 25th September 2017
To be reviewed: Annually Autumn term

- Removed school uniform details
- Removed fax details

Group Responsible: Full Governors

Charging, Remission and Refund Policy

The Governing Body and Staff of Spixworth Infant School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and visitors to school, can make towards pupils' education. The School aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School:

1. In School Hours

Parents will be invited to make voluntary contributions to meet the costs of approved trips out of school and theatre groups in school. ***Parents may be advised that the continuance of an activity may depend on voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.***

2. Out of School Hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

3. Photocopying/Printing

Any private photocopying/printing undertaken by Staff, Governors or 'The Friends' using the school photocopier or hardware will incur a charge of:

- 5p per side for black and white
- 10p per side for a page with some colour print on it.
- 15p per sheet for full page colour picture or photo

All others, eg parents, will be charged 10p, 20p and 30p respectively.
All charges are inclusive of VAT at 20%.

4. Laminating

Any private use of the laminator and laminating pouches will incur a charge of 25p per A4 laminate and 50p per A3 laminate.

All charges are inclusive of VAT.

5. Telephone

Any private use of the phone by Staff, Governors or 'The Friends' will be charged at the rate of 25p per call. All charges are inclusive of VAT.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time.

Remissions

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 no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will 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 that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some Circumstances

When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Refunds

- A full refund of any charge or voluntary contribution will be paid to parents, whose child is unable to participate in an activity because of sickness.
- Where any single trip makes a surplus of equal to or more than 50 pence per pupil, the money will be equally reimbursed to those parents who have paid towards the cost of that trip.
- Any refund will be made by cheque only.