



## **Charging, Remissions and Refund Policy**

Agreed by Governing Body: Spring 2019  
To be reviewed: Spring 2022  
Group Responsible: Full Governors

## Statement of intent

Spixworth Infant School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## 1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- DfE (2018) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

## 2. Charges

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

### 2.1 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.

### 2.2 Out of School Hours

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

### 2.3 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%.

### 2.3 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.

### 2.4 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.

### **3 Voluntary contributions**

- 3.1 We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will notify parents whether assistance is available.
- 3.2 No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 3.3 We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

### **4 Damaged or lost items**

- 4.1 The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

### **5 Remissions**

- 5.1 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.
- 5.2 Parents in receipt of any of the following benefits may request assistance with the costs of activities:
  - 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 State Pension Credit
  - Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
  - Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
  - Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
- 5.3 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.

## 6 Refunds

- If a child is unable to attend an activity for any reason any contribution made will not be refundable as the school will still have to pay the cost of that child's attendance on the trip.
- 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.