

# The Bawburgh School

## Charging, Remission and Refunds Policy

### Charges for School Activities

The Bawburgh School follows the County Council's charging policy. Under this policy, these are the activities and materials for which parents may be charged:

- **Music tuition:** vocal or instrumental tuition which is not part of the syllabus for an approved public examination, part of the National Curriculum or provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. Charges can be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent. No charge may be made in respect of a pupil who is looked after by the local authority.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge will not exceed the actual cost.
- **Activities outside school hours:** A charge can be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.
- **Residential trips:** a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than 50% of the number of half days taken up by the trip. For example, pupils are away from noon on Wednesday to 9p.m. on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment

- **General School Funds**

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity will be cancelled. Parents are made aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil is entered for examinations in the same subject with two examination boards.

Receipts for any payments can be issued on request.

### **Remission of charges**

Parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit, Income Based Job Seeker's Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges which are levied directly by the LA or the school, and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

### **Refund Policy**

The full contribution to an activity will be refunded if a child is absent due to illness.

If a trip has to be cancelled parental contributions will be refunded. If contributions to an activity exceed the total cost a refund will be given, if excess is over £3 per child. Excess income less than £3 per child will be paid into the School Fund account and used solely for the benefit of the children.

Excess of expenditure will be funded by School Fund.