



CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

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Charging and Refund Policy

Church Cowley St James C of E Primary School adopted the attached school policy dated at the Full Governing Body Meeting of 3rd September 2019. It is a school policy.

The Charging and Refund Policy was produced by Church Cowley St James School. The Governing Body will review this policy every two years.

Reviewed: July 2019

Approved: September 2019

Signed: Chair of Governors

Next Review: September 2021



CHARGING AND REFUND POLICY

BACKGROUND

Church Cowley St James Church of England Primary School believes that all children should have the opportunity to enjoy a wide variety of experiences as an important part of providing a high-quality education. The School believes that all children should have an equal opportunity to benefit from such activities, for example school visits, curricular and extra-curricular activities.

Many activities have costs associated with them and, unfortunately, they cannot be provided unless the School asks parents/carers for voluntary contributions or, in some cases, makes a charge in accordance with this policy. However, in all cases the School tries to make these charges manageable for parents/carers and the School will endeavour to help those on limited incomes.

VOLUNTARY CONTRIBUTIONS

The School does not make a charge for activities which form part of the normal school day or which form part of the National Curriculum, but it can ask for voluntary contributions. Examples of circumstances under which voluntary contributions might be requested include:

- transport for swimming lessons;
- transport for school visits;
- admission charges for museums, theatres etc.

Since contributions for these activities are strictly voluntary, children will not be excluded from the activity if parents/carers are unwilling to pay for them. However, if not enough voluntary contributions are received then the activity may have to be cancelled. As much notice as possible must be given for activities requiring voluntary contributions in order to allow parents/carers to plan for them. Parents/carers in certain financial circumstances (see below) will not be expected to make voluntary contributions. Under no circumstances will the amount requested as a voluntary contribution exceed the actual cost of the activity per child.

RESIDENTIAL VISITS

The School aims to give every child the opportunity to take part in a residential visit during his/her time at the school. The School cannot charge for transport on these visits since they are built into the School curriculum, but there will usually need to be a request for voluntary contributions.

EXEMPTION FROM VOLUNTARY CONTRIBUTIONS

Parents/carers in receipt of one or more of the following will not be requested for voluntary contributions:

- 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 is at the benefits level as assessed by HMRC in the year in which the application is made;
- Guaranteed State Pension Credit.

CHARGING FOR OPTIONAL ITEMS AND ACTIVITIES

The School reserves the right to charge for any materials, books, instruments or equipment if parents/carers wish their child to keep the items. This might include:

- materials used in technology classes if the child takes the finished product home;
- cookery ingredients if the child takes the result home.

Charges can also be made for trips and activities that are outside of the normal School curriculum, such as:

- some theatre trips;
- music concerts;
- sporting events;
- breakfast and after-school clubs.

RESIDENTIAL VISITS

Charges may be levied for board and lodging for residential visits. In no case will the charge exceed the actual cost of providing the visit per child. In order to help families meet these charges, the School will:

- issue a calendar of visits to ensure there is as much notice as possible;
- have clear procedures enabling payment by instalment;
- have a fair, objective and transparent procedure for allocating places in case of over-subscription. In this respect, "first come, first served" is not usually considered fair.

EXEMPTION FROM CHARGES

The same criteria that provide families with exemption from voluntary contributions also give them exemption from other School charges (see above).

REFUNDS

If a child does not end up participating in an activity for which a voluntary contribution was made or a charge was levied, then the School will offer a refund subject to the following conditions:

1. The payment will be refunded only if the School does not incur a loss. The School will make all reasonable efforts to secure a whole or partial refund where payment has been made or committed to a third party provider.
2. In some cases, the School's insurance may enable the cost of an activity to be refunded. However, parents/carers are advised to make their own contingency arrangements to cover their loss in the event that their child cannot attend an activity for which they have paid.
3. Parents/carers of children who are excluded, temporarily or permanently, before or during an activity for which they have paid will forfeit the cost unless paragraph 1 applies or unless an appeal against the exclusion is upheld by the Governing Body.
4. Where a child is voluntarily withdrawn from the School by his/her parents and taken off the school roll, the School reserves the right not to allow the pupil to participate in any activity and not to refund the costs involved unless paragraph 1 applies.

RECOVERY OF COSTS FOR DAMAGE

The School reserves the right to charge parents the full cost of restitution and repair to the fabric of the buildings, machinery, vehicles, equipment or other assets where damage has been caused by vandalism, negligence or willful behaviour. The School holds parents/carers responsible for those costs and charges which are incurred by the actions of their children. The school reserves the right to take any action it deems necessary and appropriate to recover money owed, including legal

action where there is a dispute or a refusal to pay and the School is satisfied there is no evidence of family hardship.