

# Fairfields Primary School and Nursery Charging, Remissions and Refunds Policy

The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

## Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

## Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school cannot charge for the educational or travel elements.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, with a taxable income of no more than £16,190 and not in receipt of Working Tax Credit
- Pension Credit (Guarantee element)

- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

### **Instrumental Music Lessons**

Children whose parents are in receipt of the aforementioned support payments may be entitled to help towards the costs of music tuition if their music tuition is arranged through Hertfordshire Music Service.

### **Minibus**

Only the school's pupils, staff or parents may travel for a charge in a school's minibus and only where a permit has been issued under Section 19 of the Transport Act 1985. This permit is not required where no charge (in cash or kind) is made. Any charge made may cover the costs of running the vehicle, but must not make a profit.

### **Little Fields Pre-School**

Little Fields is our on-site pre-school. Children are taken from the age of 2 years and 9 months. Parents are generally offered 2 to 3 sessions per week and are currently charged £15 per session. These fees are paid direct to Little Fields.

### **Breakfast Club**

The school runs a Breakfast Club from 07.40 to 08.55 each day. The daily charge for the Breakfast Club ranges from £3.50 - £4.25 per day, although there is a slightly reduced charge for siblings. The Breakfast Club has received a Government grant to help with the setting up costs.

### **After School Club**

The school runs an After School Club from 15.15 until 18.00 each day. The daily charge for the After School Club ranges from £3.50 - £9.00 per day, although there is a discount for siblings. The After School Club has received a Government grant to help with the setting up costs.

### **After-School Activities.**

The school runs various clubs and activities after school. The school makes no charge to parents for those clubs which are run by the school's teaching staff.

### **Remissions**

The Governing Body charging policy is referred to in the school prospectus. Broadly, schools cannot demand payments for trips etc. which occur in school time. However, if money is not forthcoming or there are family hardships, this can be discussed with the Head who is authorised to waive all or part payment.

## **Refunds**

At the end of each journey or visit, the surplus or deficit should be calculated from the journey book or visit sheet and confirmed against the ledger records.

If the journey or visit makes a surplus, then parents and guardians will be offered a refund where the sum involved per pupil is 5% or more of the original contribution and is no less than £3. In order to ease the financial administration of the journey, the school will ask for parental permission in advance of the journey to treat any surplus below a given sum as a contribution to school funds. Any refunds will be made as soon as possible after the visit, either to pupils or parents by cheque or cash against signed receipts.

On occasions when pupils are subsidised by the school, refunds are made based pro rata to the amount refunded to those paying the full amount. Parents are not liable for the VAT element on a trip.

**Lettings** – Please see the school’s separate Letting Policy

## **Monitoring and Review**

This policy is monitored by the Governing Body and will be reviewed in two years or earlier, if necessary.

**Reviewed: Spring 2019**

**Date to be reviewed: Spring 2020**