



Edenham C of E Primary School

Charging, Remission of Fees and Refunds Policy

1 Introduction

We do not levy a compulsory charge for any activity undertaken during the school day, as part of the National Curriculum. However, we do ask for voluntary contributions for some events e.g.

- visits to places of interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips – (including residential)
- musical events
- swimming
- outside providers

This list is not exhaustive and we do our best to give parents notification of events and the amount of voluntary contribution being asked for. Furthermore, for larger sums of money, the school encourages parents to pay, by instalments, as and when they can manage. Again, we stress that all contributions are voluntary. However, if we do not receive sufficient funds, we may have to cancel a trip/event and issue a refund to those who have paid. If a trip/event goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. We acknowledge that offering opportunities on a “first come, first served” basis discriminates against pupils and families on lower incomes and we avoid that method of selection.

If a parent wishes their child to take part in a day school trip or an event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

3 Residential visits

When the school organises a residential visit in school time, we do make a charge for this.

If a parent/guardian cannot or refuses to pay for a trip, school may be able to discuss options, please contact the Headteacher. Parents are encouraged to pay for these trips by instalments.

4 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition and instrument hire – costs are set by Lincolnshire County Council - since this is an additional curriculum activity i.e. violin lessons. These individual or small-group lessons are taught by peripatetic music teachers. The charges for these lessons are invoiced in Autumn, Spring and Summer Terms.

Fees are set by the Local Authority, 2011 – 2012 charges are £32.60 per hour and instrument hire is an additional cost. Most music lessons are a maximum of 15 minutes.

5 Sport

If the school offers additional coaching after school, by a qualified coach who is *not* a volunteer or a member of staff, the costs will generally be set by the provider and parents will be invoiced in line with that agreement. Cheques and cash may be processed through the school office, but, again in general circumstances, they will be passed straight onto the provider.

6 Transport

We normally charge if children are transported by coach to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip and are not designed to make a profit.

7 Uniform

There will be a charge to parents for school uniform bought from the school - e.g. sweatshirts, tee shirts and ties.

8 Hot Meals

There are charges to parents for meals ordered through school, from The Farm Kitchen. Meals are ordered from the school office one week in advance of the meals being taken up. We therefore request orders up to two weeks in advance of the meals being taken up in order to coordinate orders and collect in payments. Meals are currently charged at £2.50 per day, per pupil.

9 Refunds

- The school does not make a profit on trips or extra-curricular activities. Refunds are only given on any excess payment made *that exceeds 10% of the full cost* (i.e. small change will not be given, we ask Parents/ Carers to send in exact amount). We will endeavour to round charges to the nearest 50p or £ as appropriate.
- Refunds are not given if a child cannot attend a trip or extra-curricular event unless a refund is issued by the provider.
- Refunds for residential trips are only granted in exceptional circumstances and are viewed on an individual basis. The Head Teacher makes the final decision in some circumstances, however, where a provider is used – for example, PGL or the National Trust, the agreement is with these companies and will be handled in line with their own terms and conditions. Insurance is strongly recommended by these companies, to protect payment if there is non-attendance on a booked and paid for trip. They provide information in their booking information for parents, online or parents/ carers are entitled to make their own payment protection insurance provision.
- All hot meals refunds will be given as a voucher equivalent to the cost of meals missed, redeemable against future meals. If parents wish to cancel meals, notice must be given at least one week in advance of the meals due. If orders have been placed with Farm Kitchen already no refund will be given. No refund will be given following a sickness absence or due to family holiday leave. If school wish to cancel meals, eg. if school is closed due to bad weather, or school do not give more than one weeks notice of a trip/ sports event or otherwise which will mean a pupil will miss their ordered meals – school will provided a voucher, equivalent to the cost of the meals missed, redeemable against future meals.
- Swimming costs are calculated on a termly basis and families are asked to pay the full amount by the end of term prior to lessons beginning. Refunds cannot be given in any circumstance – for example, in cases of sickness absence, family holiday leave, school closure.
- Music Tuition Fees – lessons will not be charged for if a music teacher is absent or school arrange a trip on that day. Lessons where a pupil is absent due to sickness absence or family holiday will be charged as usual.
- Music Instrument Hire – The Music service provide full information on their website.

10 Payments

- All money should be brought into school (in a sealed and labelled envelope). The child's details and reason for payment should be clearly marked on the envelope. Money should be given to the class teacher at registration time in the morning. This is put straight into a sealable plastic wallet and returned directly to the school office with the class register. Receipts will only be issued by the Administrator for any payments over £100.
- Residential trips will have a separate card to record payments.

Details about this facility can be requested from the school office.

11 Monitoring and review

This policy is monitored by the Governing Body, and will be reviewed annually.

Date for review Spring 2013