

CHARGING AND REMISSION POLICY



Body Responsible for the Policy	Full Governing Body (FGB)
Date Policy Approved by the FGB	16 January 2019
Date of Next Review	October 2019
Name of Headteacher	Mrs Lesley Spicer

1. Introduction

In general, school activities will be provided free of charge, unless they fall into the categories set out in this policy document. This policy applies only to those charges levied by the School or Governors.

2. Voluntary Contributions

A voluntary contribution will be sought for activities taking place during school time and which relate to the National Curriculum.

2.1 Visits and visitors

a) **School visits**

We invite voluntary contributions to cover the cost of public transport and entrance fees. The cost per child is calculated on the basis of the number of children participating and the attendance of voluntary helpers and staff.

b) **School Visitors**

We invite voluntary contributions to cover the cost of visitors who are invited to perform and enhance the National Curriculum and who charge a fee. Prior to such an activity a letter requesting a contribution to a predetermined sum will be sent to the children's parent or guardian, outlining the following:

- the nature of the activity and its likely value in educational terms;
- the contribution per pupil which would be required if the activity were to take place;
- emphasis that there is no obligation to contribute and that no pupil would be excluded from the activity because their parents were unwilling or unable to contribute; but for some activities, parents/guardians may be advised that, in the event of insufficient contributions being forthcoming, that activity would have to be cancelled.

2.2 Other items

a) **Cookery** We invite a voluntary contribution towards the cost of supplying materials.

b) **Sewing** We invite a voluntary contribution towards the cost of supplying materials.

- c) **Books** We invite a voluntary contribution of £3 for school library books that are lost or damaged and a compulsory £5 towards the cost of repair of damaged books or the replacement of books that are lost belonging to the Hampshire Library Service.

3. Charges for Goods or Services

A current list of charges is held in the Administration Office.

- a) **Milk.** From the age of five, milk is no longer supplied free to YR pupils. Parents of pupils over the age of five can purchase milk for their child from 'Cool Milk' and pay the company directly.
- b) **PE Bags and Water bottles.** These items can be purchased from the school office. One water bottle is given free of charge to each pupil when they join the school. Costs depend on charge made by the supplier plus VAT and a small profit.
- c) **Bookbags** One bookbag is given free of charge to each pupil and Nursery child when they join the school. Further bookbags can be purchased from the school office. Costs depend on the charge made by the supplier plus VAT and a small profit.
- d) **Recorders** These musical instruments are sold at market price including VAT.
- e) **School Lettings** The premises will be available for hire outside of normal school hours to members of the community served by the school and others.

Such hire and charge will be at the discretion of the Governing Body.

Hire of school premises by the Friends of Peel Common for fundraising events will be free of charge.

Where such hire is for non-community use, the charges set by the Governing Body will recoup full costs and may include a premium, thereby enhancing the school budget.

- f) **Private Telephone Calls and Photo-copying** These services are available in the school office, Charges are;
- 10p per minute for landline numbers (vatable)
 - 30p per minute for mobile numbers (vatable)
 - 10p per B&W photocopy per side (vatable)
 - 20p per colour photocopy per side. (vatable)

Use of photocopying facilities by the Friends of Peel Common for fundraising events will be free of charge.

- g) **School Dinners** A charge will be made for adults requiring a school dinner at a rate dictated by HC3S
- h) **Photographs** Twice a year an official photographer visits the school. The school will collect money on behalf of the photographer for photographs ordered by the parents. A small commission is paid by the photographer, based on the sales of photographs.
- i) **Nursery free 30 hours** Eligibility – Children whose total number of hours exceed 30 will incur a charge of £2 per lunchtime of £4.50 per hour.
- j) **Nursery 15 hours** For families not eligible for 30hrs funding any additional sessions over the 15 hrs have a charge of £13.50 per session or £2 per lunchtime. This may be reviewed at any point during the year if it impacts on staffing.
- k) **Miscellaneous** Charges may be made for other miscellaneous activities, goods or services for sale.

4. Arrangements for Refunds

The following arrangements for refunds will be applied:

- a) **Postponement of event** In the event that any event is postponed to an alternative date, no refund will be offered.
- b) **Arrangements in the event of the school cancelling an activity** In the event that an activity is cancelled by the school, the following procedures for refund will be applied:
For extra-curricular clubs – The school will refund on a pro-rata basis the cost of materials and staffing. In the event that a club organised by an outside agency is cancelled by the outside agency, the school will follow the policy of the outside agency, which the school will ensure is clearly stated in the details sent to Parents/Guardians.
For day-study visits – The school will provide a full refund of the voluntary charge to those Parents/Guardians who have contributed this charge at the time of cancellation unless an alternative event is arranged by the school.
- c) **Arrangements in the event of a child being unable to partake of an activity due to illness**
In the event that a child is unable to take part in an activity due to illness, the following procedures for refund will be applied:
For extra-curricular clubs – No refund will be provided.
For day-study visits – Upon request by the Parent/Guardian of a child, the school will provide a full refund of the voluntary charge to those Parents/Guardians who have contributed this charge at the time of withdrawal of the child.
- d) **Arrangements for any other reason**
In the event that a child does not participate in an activity for which a charge has previously been made, a refund may be made at the discretion of the Head Teacher on written application by the Parent/Guardian.
- e) **Arrangements in the event of the school cancelling use of a facility**
The contract identifying the conditions of hiring and booking use of the facility will identify the specific refund policy applicable.
- f) **Arrangements in the event of a child being unable to attend a paid Nursery session or lunchtime**
In the event a child is not attending Nursery no refund will be provided. The exception is if they have withdrawn their child from the Nursery, then a refund of the dates not being attended will apply. See Nursery terms and conditions.