

# ST VINCENT DE PAUL CATHOLIC PRIMARY SCHOOL



## Charges, Remissions and Refunds Policy

(Policy information taken from DfE guidance on Charging for school activities – May 2018)

### Mission Statement

*"We are called to be the hands and face of Jesus as we learn  
love and grow together"*

Reviewed Spring 2020  
To be reviewed Spring 2022  
Reviewed by: Resource Committee

Signature:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

Chair of Governors

Date ratified: 3<sup>rd</sup> March 2020

## **The Charges Policy**

It is the policy of our school to charge for the following areas of activity as permitted under Sections 449-462 of the Education Act 1996.

### **Optional Extra Activities**

Optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required by the National Curriculum. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

A voluntary contribution will be requested where activities described above take place wholly or mainly within school hours.

### **Music Tuition**

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument.

Charges may be made when associated with individual or group tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. Charges will not exceed the cost of the provision.

Hertfordshire LA operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from the Hertfordshire Music Centre.

### **School Trips**

A contribution will be requested to cover the cost of a pupil's participation on most school trips. The school reserves the right to cancel any school trip where the level of contributions received does not cover the cost. It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.

### **Residential Trip**

A charge is made for board and lodging on residential visits but this will not exceed the actual cost.

The charge for the board and lodging costs of a residential visit, where the education and travel on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents/carers qualify for free school meals, as informed by Hertfordshire County Council at the time of payment.

### **Cooking Ingredients/Technology materials**

The school will make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where partners have indicated in advance that they would like their child to bring home the finished product.

## **The Remissions and Refunds Policy**

Where an activity makes an unexpected surplus the school will consider making a refund. St Vincent de Paul Catholic Primary School will make a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person

Surpluses will be reimbursed in 'round amounts' eg, £3 not £3.29.

Where a refund is offered, the accompanying letter will indicate that a surplus of £x per pupil has been made and that if the parent/guardian would like to take advantage of it they should contact the office by a date 'x' weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds. All refunds will be made in cheque format in order to maintain a clear audit trail. Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the School Business Manager.