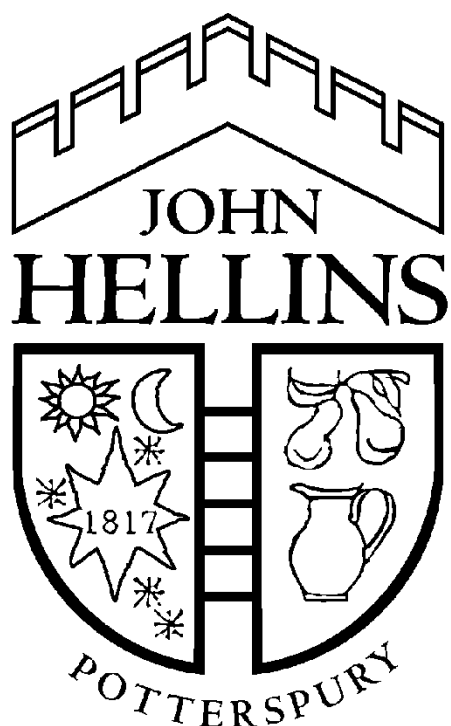


# John Hellins Primary School



## Charging and Remissions Policy

Policy Written:	Nov 2023
Policy Reviewed:	Oct 2024
Approved by Staff	Nov 2023
Approved by Governors	Nov 2023
Review Date:	Oct 2026

This policy fulfils the requirements of the 1998 Education reform act which requires school governors to state a policy on charging for school related activities.

The governors of John Hellins Primary School do not wish any child or family to be excluded from any event on financial grounds. Remission arrangements may be organised for families with more than two children attending any one trip or event and for families in receipt of income support or on a low income. These arrangements will be made in confidence by negotiation with the Headteacher.

### **Payment Methods**

All payments will be made via the schools dedicated payment portal (at present this is Parent Pay). On occasions, when passing on external costs via our payment portal, an additional admin charge may need to be added.

### **Deposits and Payments**

All deposits will be deemed non-refundable and are given as a firm commitment to both the pupil participating in the activity/trip and to payment of the full balance of the activity/trip.

### **Refunds**

Refunds will only be made by specific agreement with the Head Teacher in exceptional circumstances and any subsequent refunds agreed may be subject to an administration charge.

### **Breakfast Club**

Parents who wish their child to attend our onsite Breakfast club should book and pay for the sessions required with at least 48 hours notice. Any sessions not booked within this timescale are subject to an additional surcharge. Payments for un-booked sessions should be made immediately and any payments not completed within 2 weeks of the session attended may result in further action being taken and your child not being able to attend future sessions. Please note that sessions may only be cancelled and refunded prior to the closing of the booking window. eg 48 hours before the session, any refunds may be subject to an administration charge. No refunds will be given for sessions booked but not attended.

### **School Lunches**

At present school lunches are provided free of charge for children in Years R, 1 and 2 via the government's Universal Infant School Meal scheme. All meals should be booked by Wednesday the week prior to the meal being required via our parent portal.

For KS2 children meals are charged at the published rate and these must be booked and paid for by Wednesday the week prior to the meal being required. On very rare occasions your child may have need of a meal that has not been booked and we will call to confirm that you

are happy for us to provide this and to accept the charge. This charge will then be added to our parent payment portal and payment should be made immediately. Any payments not completed within 2 weeks of the meal being taken may result in further action being taken. Please note that meals may only be cancelled and refunded prior to the closing of the booking window and any refunds may be subject to an administration charge. No refunds will be issued after this deadline has passed even if the meal is not taken.

### **Residential Visits**

These visits will take place during term time, are offered as an extra to the curriculum and will be funded by contributions from parents. The school is permitted to charge for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, children whose parents have concerns about the payment or who are in receipt of Pupil Premium are entitled to request remission from the Headteacher of full or part of these charges.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

When a residential visit is planned a letter or email will be sent to parents offering the visit to all eligible pupils and detailing the amount based on the cost based on the visit per pupil. If there is insufficient uptake for the residential it will be cancelled and any contributions already made returned to parents (subject to non-refundable deposit arrangements).

### **Day visits**

These visits will mainly take place during school hours and will be funded by voluntary contributions from parents. When a day visit is planned a letter or email will be sent to parents requesting voluntary contributions; the amount being based on the cost of the visit per pupil. When planning visits, staff will be aware of cost implications and will seek to arrange visits that offer good educational experience at a cost that is not prohibitive.

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute may 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 the visit will be cancelled.

Once commitment is made for a pupil to attend a day visit by any means whether by a commitment to pay or by payment in part or full, no refunds will be issued and the full balance will be expected. This includes in the unfortunate event that a pupil is unable to attend the trip due to no fault of the school.

### **Instrumental Music Tuition**

A charge may be made for instrumental music tuition for up to and including four pupils from any one family, unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

Current termly charges for Music Tuition delivered by Northamptonshire School of Music and Performing Arts Trust are as follows:-

- Guitar                £92.85

Charging arrangements will be made clear to parents before tuition in any instrument is agreed and fees are payable in advance for the full school year ahead. These charges will be revised annually in conjunction with the Music School rates of charge. No refunds will be given in the event that a child no longer wishes to continue their tuition.

### **After school clubs**

The school runs a number of optional after school clubs; some of these are run by members of the school staff and a small amount may be charged to cover the cost. A charge may also be made for materials where additional resources must be purchased for the club to go ahead.

Other after school clubs such as Football, Tag Rugby and Dodgeball are run by outside providers / agencies and costs of these are paid directly to the club by parents unless an alternative payment method is agreed between the school and the club provider.

Places for after school clubs are in high demand and once a space is booked via making payment on our parent payment portal no cancellations are possible and no refunds will be issued.

### **Lettings**

The school is available for external lettings and applications should be submitted the School Office. Charges will be agreed with the Headteacher and Business Leader and will be in line with the Local Authority's recommendations.

### **Damage/Loss to property**

A charge, as decided by the Headteacher / Business governors will be levied in respect of wilful damage, neglect or loss of school property.

The school accepts no liability for the loss or accidental damage to third party property.

