

St Mary Federation charging and refund policy

CHARGING POLICY

Fees and Charging:

There are two different kinds of parental financial support for school activities:

1. a **charge** to cover the cost of tuition and / or resources for optional activities additional to the curriculum e.g. specialised music tuition, Sports Club etc., or for wilful damage to school property, or the misuse of or loss of books and equipment;

and
2. a **voluntary contribution** towards the cost of an activity that is held during the school day which is part of the curriculum, e.g. school trips.

General Policy Statement:

The School reserves the right to charge in any circumstances permissible under the School Standards and Framework Act 1998.

Whenever charges are made, these will be in accordance with the current guidelines of the Norfolk Education Authority and will also follow the guidelines of that Authority in certain defined situations of financial difficulty.

No child will be prevented from taking part in a visit because of the inability to pay. Any parents who experience difficulties in providing the cost of a visit should contact the Headteacher to discuss the situation in the strictest confidence and to agree appropriate arrangements. If, however, a substantial number of parents are unable to make voluntary contributions it may be necessary to cancel the visit.

Optional school trips outside school hours or residential expenses:

If a charge is made for each pupil, this will not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this will be by voluntary contributions or general fund-raising. The permitted charge may include an allowance for the costs of teachers from the School who supervise the activity, but only if those teachers have been given a separate contract to provide the optional extra.

REFUND POLICY

The full contribution to an activity will be refunded if a child is absent due to illness.

If a trip has to be cancelled parental contributions will be refunded.

If contributions to an activity exceed the total cost a refund will be given, if excess is over £5 per child.

Excess income less than £5 per child will be paid into School Fund account.

Excess of expenditure will be funded by School Fund/Devolved Budget.