



St. Nicholas Priory C.E. V.A. Primary School

Charging & Refund Policy

2016/2017

Introduction

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. The School's charging policy is described in the school brochure, which can be obtained from the school office and is also provided on the school website.

Charges for School Activities

There are some activities that take place in school for which parents may be charged:

- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost. The only exception to this is the annual trip to London.

Activities outside school hours

A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity. The Governors have decided that these activities will currently be funded by the school.

The Governors have also decided that the annual residential trip to London will be funded by the school.

Some activities may take place mostly (more than 50%) outside of school hours or may not be part of the National Curriculum. The Governors have decided that:

- Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

- Remission of charges - only parents who are in receipt of Universal Credit (when fully rolled out), Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges.
- Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.
- Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.
- Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.
- If a child does not take part in the activity they will have to attend school as normal.

The Governors have agreed that refunds will only be given for amounts over £5.

Name of Chair of Governors: James Wright

Signature of Chair of Governors:

Date: 8th July 2016

Review date: