



Charging, Remission and Refund Policy

Introduction

The purpose of this policy is to outline items where charges may be applied and clarify the position regarding subsidy and refunds.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and The Education Act of 1996, sections 449-462, which set out the law on charging for school activities in England.

Charging

All education during school hours is free. Barnes Infant Academy does not charge for any activity undertaken as part of the National Curriculum. The school charges for optional extras, where education is provided outside of school time and not as part of the national curriculum.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits and clubs, can make towards all aspects of our pupils' education. The Governing Body promotes and provides such activities as part of a broad and balanced curriculum for the benefit of all pupils at the school.

The Governing Body cannot charge for:

- education provided during school hours relating to the National Curriculum (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.

The Governing Body reserves the right to make appropriate and fair charges for the following activities:

- any materials, books, instruments, or equipment, where the child's parent wishes him / her to own them;
- Optional Extras (see Voluntary Contributions);
- Individual or group music tuition (see Music Tuition);
- Aspects of Early Years provision

Voluntary Contributions

When organising activities or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If insufficient voluntary contributions are received the activity or visit may be cancelled.

The following list of additional activities/visits, known as optional extras often require voluntary contributions from parents/carers:

- External visits to museums, farms etc.
- Activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events;
- Board and lodging for a pupil on a residential trip;
- Any materials, books, instruments, or equipment provided in connection with the optional extra.

Any charges made will not exceed the actual cost of providing the optional extra. Costs will be divided equally by the number of pupils participating and the school does not aim to make a profit from these activities/visits. Participation in any optional extra requires parental agreement.

Music Tuition

There is a charge for individual or group music tuition that does not form part of the National Curriculum. Charges for lessons are made at a discounted rate and instruments are provided free of charge.

Early Years

Additional Nursery Education may be offered to a child who already has a 15 hours free entitlement place within Nursery. Governors will charge parents / carers for providing an additional 15 hours per week to facilitate a full time place. This may only occur if a place is available and the school can accommodate additional full time children.

Study Support

Study support provided through Breakfast and After-school Clubs are optional extras and as such the Governors will charge parents/carers for providing these services. Charges for these services are reviewed annually. The

Governing Body reserves the right to increase costs accordingly.

School Meals

Where a pupil is not entitled to free school meals a charge, determined by the Local Authority will be made to parents/carers where a child stays for school meals.

Residential Trips

If the school organises a residential visit which is to provide education directly related to the National Curriculum no charges will be made. However charges can be made to cover the costs of board, lodging and transport.

Lettings

If the school facilities are made available to external users a charge determined by the Governing Body will be made.

Other charges

The Governing Body may charge for miscellaneous services and goods, such as items produced for sale where a charge will be made to purchase.

Remissions

Children eligible for Pupil Premium funding may have the cost of the activities and/or visits subsidised. This will be reviewed annually and will be dependent upon funding.

Refunds

Refunds shall only be considered if a pupil is unable to take part in an activity/visit. Any refund of costs obtained by the school will be passed to the student where applicable. Refunds cannot be issued where additional costs are incurred by the school, for example where goods/services are purchased collectively and paid in advance by the school.

Any applications for refunds can be made in writing to the Headteacher. Each application will be assessed individually.