



Glenwood School

Together we will;  
respect, achieve and make good choices

# Charging, Refunds and Remissions Policy

## October 2020

*The Governing Body has resolved to make charges as allowed by sections 449-462 of the Education Act 1996*

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Education Finance Support September 2020

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## 1.0 CHARGING POLICY

### 1.1 School Meals

The charge for a school meal will be set annually by the governing body following consideration of the Catering Business Plan as part of the annual budget setting process.

All meals taken by learners who are not eligible for free school meals will be chargeable, parents/carers are expected to make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by email/ letter.

There is no charge for learners who are entitled to free school meals or universal infant free school meals.

### 1.2 Educational visits:

The school:

- will seek voluntary contributions from parents/carers where applicable
- will not exclude a young person from participating in an activity during the school day on financial grounds

In the event of inability or unwillingness of parents / carers to make these financial contributions, we may have to reconsider the activities that learners take part in.

### 1.3 Residential activities:

The costs of residential activities can be high and such activities may only continue to be available if sufficient costs are recovered.

Charges that apply:

- travel costs – transport to and from the residential activity
- board and lodging
- full cost of board and lodging on residential trips whether or not it takes place during school hours
- parents / carers will be informed of the cost before the activity takes place
- full cost recovery for residential activities that take place outside of school hours

NB> The school will subsidise the cost of any residential trip for young people of families claiming free school meals at the discretion of the Headteacher

No charge applies:

- where parents / carers in receipt of certain benefits may claim exemption in accordance with the Remissions guidance below
- for education costs incurred on any visit during school hours
- for education costs incurred on any visit outside school hours if it is part of the school's curriculum

## 2.0 Extra-curricular activities:

### 2.1 Curriculum related clubs

Where these activities run outside of normal school hours, a charge may be made to cover costs of equipment, teaching or non-teaching staff, specialist staff /coaches or materials used. The total charge will not exceed the actual costs incurred in the provision of the activity and will be set by the Headteacher in consultation with the Governing Body

Parents/carers will be advised of any such costs before their young person is allowed to undertake any such activity and participation will be on the basis of the parent's willingness to pay the charges.

### 2.2 After school club

- charges apply in accordance with the rules laid down in the school's separate After School Club agreement which must be signed by parents/carers before their young person is left in the care of after school club staff

## 3.0 Other areas:

### 3.1 Charges apply:

- books and materials belonging to the school that a learner has lost
- books and materials that a parent wishes a learner to keep after having been advised of the cost
- activities taking place outside school hours that are not part of the school's curriculum / part of the school's basic religious education
- property damage – each individual case to be decided upon by the Headteacher

### 3.2 No charge applies:

- for activities taking place during school hours except any of those listed above
- for transport during school hours for school-organised activities except for educational visits as detailed above
- for activities outside school hours that are part of the set curriculum / school's basic religious education syllabus
- for admissions.

## 4.0 Voluntary contributions:

The school may, from time to time, ask parents/carers for voluntary contributions to the school's general funds in order to assist with the provision of resources to enhance their young person's education. There will be no pressure exerted and any contribution will be gratefully received.

Where the voluntary contribution applies to an educational visit or extra-curricular activity, if the sufficient level of contributions is not achieved, that activity will be cancelled; any monies already collected will be refunded to the relevant parents/carers.

## 5.0 DBS checks

The school will cover the cost of DBS checks for all employed staff.

The school will not cover the cost of DBS checks for volunteers.

## 6.0 REFUNDS POLICY

### 6.1 School meals

- Where payment for a school meal is received in advance and the learner is absent due to illness, the funds will be retained to be used for future meals.
- If the school has to cancel meal provision for a short time, the income received in advance will be recorded against each individual learner to be used to cover future meals; where that amount exceeds £30 for any one learner, the parent/carer may request a refund.
- When a learner leaves the school and income has been received but meals not taken, the parent is entitled to request a refund where the figure exceeds £10, lessor amounts will be retained in school funds.

### 6.2 Educational visits

- When a learner is absent due to illness and does not attend an educational visit, the transport/entrance cost will not be refunded, where already committed. However, where possible, the school will endeavour to recover costs related to that activity and, if successful, will then refund the parent/carer.
- If a trip has to be cancelled by the school, parental contributions will be refunded, less any initial deposits withheld by the venue.
- Where contributions for an activity exceed the final total cost by more than £5 per learner, a refund will be given. Excess income less than £5 per learner will be retained in school funds. Excess expenditure will be paid from school funds.

## 6.3 Residential activities

- If a learner does not attend a residential activity due to illness, the school will endeavour to recover costs, through the trip insurance and, if successful, will then pass this refund onto the parent/carer; please note that initial deposits may be retained by the travel company.
- Where a residential trip is cancelled by the travel company, the school will endeavour to recover full refunds which, upon receipt, will be passed onto the parents/carers.
- Where a residential trip is cancelled by the school, parental contributions already received will be refunded, less any initial deposits withheld by the venue.

## 6.4 Extra-curricular activities

- If a learner does not attend an activity due to illness, no refund applies.
- Where curriculum related clubs are cancelled by the school, the income received will be held to cover the cost of the next round. Where learners are not taking part in the future, parents/carers are entitled to request a refund.

## 6.5 Outside of school hours activities - not part of the curriculum or part of the academy's basic religious education

- If a learner does not attend an activity due to illness, no refund applies.
- Where the activity is cancelled by the school, the income received will be held to cover the cost of the next round. Where learners are not taking part in the future, parents/carers are entitled to request a refund.
- Where the activity is arranged by the school but has been cancelled by external organisers the school will endeavour to obtain refunds which, upon receipt, will be passed onto the parents/carers.
- Where an activity arranged by external organisers directly with parents/carers is cancelled, the parents/carers must contact the organisers to obtain a refund in accordance with the separate booking agreement.

## 6.6 Breakfast and After School Clubs

Refunds are in accordance with the rules laid down in the separate After School Club agreement.

## 7.0 REMISSIONS POLICY

The Headteacher and Chair of Governors will authorise the remission of charges in all cases.

The school will consider the remission of charges to parents or carers who receive the relevant support payments (in accordance with the current DfE listing) which make their young person eligible for free school meals and for children in care.

All claims for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.

The school may decide to subsidise part or all of the payment of some charges for certain activities and learners; each event or case will be considered individually by the Headteacher and the governing body.