

The Coastal Federation

Bacton Primary School

Mundesley Infant School

Mundesley Junior School



Charging and Refund Policy 2019

Formally adopted by the Governing Body/ Trust of:-	The Coastal Federation
On:-	
Chair of Governors/Trustees:-	Annie Edwards
Last updated:-	

Charges for School Activities

Legislation allows schools to charge for certain activities, which take place both inside and outside school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy.

The School's charging policy must be described on the website, which can be viewed online. If your son or daughter's school governors follow the County Council charging policy, these are the activities and materials for which you will be charged:

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- 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.
- Boarding and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.
- Payment for residential visits is required in full
- Parents can be asked for voluntary contributions towards the cost of visits held during school hours. Parents with difficulty meeting voluntary contributions are able to speak with the Head teacher in confidence.
- Loss or damage to library books incur a £5.00 charge.

Activities outside school hours

A charge will 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 will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or nonteaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip.

Children are classed as 'Pupil Premium' because they are either currently free school meals or have been eligible for free school meals at any point during the last six years will be entitled to a 50% remission of charges for the visit. This discount is applicable to the whole cost of the visit - including transport, board and lodgings (for residential visits) and activities.

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.

Educational Visits Within School Hours

Parents may be asked to make a voluntary contribution for any educational visit or journey organised by the school within the school day. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the school reserves the right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

Refunds

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing body which is currently deemed to be £5 per pupil. Should the amount collected per pupil exceed the governors stated amount, parents/guardians should be offered a refund in writing, with a reply slip attached to the letter stating whether they wish to take up the offer, or decline it, along with a deadline by which a response is required. It should be clearly stated where the surplus will be placed e.g. to offset a future visit etc, and that if no reply is received by the deadline, the school will assume that the parent/guardian intends for the school to retain the funds. All refunds should be made via cheque payment to the parent/guardian concerned.

School Minibus

- Only the school's pupils, staff, parents or carers may travel for a charge in our school minibus.
- The school may only charge for transport in the minibus, if it holds a permit issued under Section 19 of the Transport Act 1985. A permit is not required, if no charge is made in cash or kind.
- Charges may recover some or all of the costs of running the vehicle. But the service may not be a profit, either directly through the fares charged or incidentally as part of a profit-making activity, even if any profit would go into the school's other running costs or for charitable purposes.
- Pupils will be asked for a voluntary contribution of £1 for journeys under 10 miles and £2 for journeys over 10 miles.

For more information refer to the department of education document 'Charging for School Activities'.