



ROYSTON SCHOOLS ACADEMY TRUST



## Grenway Middle School Charging and Refunds Policy

<b>Reviewed by:</b>	Resources (incl HR) Committee	30 March 2016
<b>Ratified by:</b>	Full Governors	
<b>Next Review:</b>		March 2019
<b>Statutory Document:</b>	Y	
<b>Update on Website:</b>	Y	
<b>Additional Comments:</b>	This policy has been taken from Hertfordshire Grid for Learning who have negotiated with the relevant professional associations and is recommended for adoption  This policy will be reviewed every 3 years, unless guidance issued from HCC requires updates during the academic year.	

## **Introduction**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

## **Charges**

- **Music Tuition** - The school will seek to give opportunities to children to receive tuition from visiting teachers across a range of instruments. All lessons will be provided on an individual or shared basis, normally 11 lessons a term of 20 minutes (individual) or 30 minutes (shared) duration. As the teaching is not an essential part of the national curriculum or a public examination syllabus being followed by the pupils, fees will be payable based on charges levied by the Hertfordshire Music Service plus a nominal administrative fee.
- **Provision of materials and ingredients** - The school allocates funds to supply materials and ingredients for the teaching of subjects such as Food Technology and Design and Technology. However, in advance of the lessons letters will be sent to parents of the children concerned, indicating that if it is their wish for the finished product to be taken home, they will be required to meet the cost of, or supply, the ingredients or materials.
- **Lockers** - The School will make a one-off nominal charge plus a deposit when a pupil enters Year 7 for the use of a locker. When a pupil leaves the school their locker deposit is refunded provided they return the key and the locker is undamaged.
- **Miscellaneous Charges** - Any lost locker keys, learning journals or house badges will incur a small charge for their replacement.
- **Breakages** - Parents will be asked to pay for damage to premises or equipment if they result from pupils' poor behaviour. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment or resources), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide, irrespective whether such cost is covered by the school's insurance.
- **Optional Extras** - Charges will be made for activities arranged outside school hours (these are identified as 'optional extras') and will include travel costs, board and lodging, materials, books etc.; non-teaching staff costs and teaching staff costs. Participation in any optional extra will be on the basis of parental choice and a willingness to meet such charges as are made.
- **School Meals** – School meals are provided by an outside provider and parents / carers are asked to pay in full in advance or on the day. Where a pupil forgets their money the school will lend the pupil the required amount to ensure that they do not go hungry. This must be repaid in full the following day. If this does not occur, the school will contact parents/carers or the appropriate agency. The school will encourage parents who are eligible for Free School Meals to apply for this support, but free meals cannot be provided until the application has been approved by the Local Authority.

## **Remission of Music Fees**

- The Authority operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from <http://www.hertsmusicservice.org.uk/remission-criteria/>. The Herts Music Service is based at Nobel School, Mobbsbury Way, Stevenage 01438 844518.

## **Voluntary Contributions**

The Governing Body may ask parents/carers for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities;
- school equipment;
- specific projects

## **Residential School Journeys**

The cost of the school journey will be proportioned between the number of places available. Parents will be asked to finance the full cost of a school journey for children participating. It will be stated clearly to parents in publicising the school journey that if insufficient pupils are forthcoming the journey will be cancelled.

If the number of places available for a particular school journey is limited, the school operates a ballot system without prejudice. The only restriction to a child being included on a school journey is poor behaviour. This is communicated to parents and pupils on the journey brochures and in letters to the individual parents. The decision regarding exclusion on the grounds of poor behaviour rests with the Headteacher and School Health and Safety Officer in consultation with the form teacher, journey leader and year leader.

Full payment must be received prior to the journey taking place, if the full payment is not made the School will withdraw that child's place and, if there is a waiting list, the place will be offered to the next pupil.

## **Day Visits**

Where the school organises within a school day, a visit to a centre or activity of interest, the school will invite parents/carers to make voluntary contributions towards the costs. All pupils in the teaching group, form or class concerned, will be able to participate. The school will reserve the right to cancel the event if insufficient funds have been raised, but children will not be restricted from participating if their parents are unable to make a contribution.

If the number of places available for a particular school visit is limited, the school operates a first come first served policy without reference to parents' willingness or ability to make voluntary contributions towards the cost. The only restriction to a child being included on a school visit is poor behaviour. This is communicated to parents and pupils on the journey brochures and in letters to the individual parents. The decision regarding exclusion on the ground of poor behaviour rests with the Headteacher and School Health and Safety Officer in consultation with the form teacher, journey leader and year leader.

## **Enrichment Days**

Similarly where the school promotes 'Enrichment' Days within the school day, there will be occasions where parents/carers will be invited to make voluntary contributions to meet charges for travel costs, entrance fees, teaching and non-teaching staff costs. The school will reserve the right to cancel the event if insufficient funds have been raised, but children will not be restricted from participating if their parents are unable to make a contribution.

## **Swimming**

The cost of swimming lessons will be met by voluntary contributions for approximately 12 lessons over the year - and the school subsidises any shortfall.

## **Visiting Theatre and Music Groups**

The cost of visiting theatre and music groups may be subsidised from school funds, but on occasions it will be necessary to seek sufficient voluntary contributions from parents/carers before the visit can take place.

Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled. No pupil will be left out of an activity because his or her parents / carers cannot, or will not, make a contribution of any kind. Parents / carers will not be made to feel pressurised into paying and no direct debit or standing order mandates will be sent to parents / carers when requesting contributions. The school will first decide which class, or group of pupils, will benefit from the activity and then look for voluntary contribution, either for that activity, or by general fund-raising.

### **Refunds**

Where an activity makes a surplus, refunds may be issued to the parents/carers/pupils as follows:

**School Journeys and Day Visits** - If a surplus balance exists after all the expenses have been accounted for, the school retains up to a maximum of £5 per pupil (administration fee). This is treated as a contribution to school funds. Any additional monies remaining are refunded to parents.

Where an activity results in a small deficit, this will be recharged to the department budget/cost centre or made up from surpluses on other activities, as agreed with the Headteacher.

Where a refund is offered, an accompanying letter will indicate that 'a surplus of £x has been made and that if the parents/carers wish to have the refund they must return their reply slip and collect their refund by the assigned date. If the school is not contacted by that date it will assume that the refund has been donated to school funds.' Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the Headteacher. Parents/Carers must sign and return the reply slip indicating that they will either allow their child to collect the refund or that they will collect it themselves or they require a refund via ParentPay if applicable. All refunds will be made in cash with signatures obtained on payment by the school in order to maintain a clear audit trail.

If a parent/carer decides that they no longer wish their child to go on a school journey and the decision is made twelve weeks or less before the date of the journey taking place they will be expected to pay the amount incurred to date. However, if another pupil is able to take their place a refund will be made and the non-refundable deposit may be waived with the Headteacher's agreement.

### **Music Fees**

Where a child has not been provided with his/her full allocation of music tuition, due to Music Teacher absence, a refund will be sent to the parent/carer in the form of a cheque or adjustments made to the following term's fees in agreement with the parent/carer.

### **Locker Refunds**

At the end of the period of hire, or when a pupil leaves the school, the locker deposit will be refunded, provided the key is returned and the locker is maintained in good condition. If either of these requirements is not met, the deposit will be retained.

Parents/Carers/Pupils are informed via a letter when the refunds will take place.