



Windermere Primary School

Charges, Remissions & Refunds Policy

1. Charging

- 1.1 Windermere Primary School is to charge for the following areas of activity as permitted under the Educational Act 1996:
- 1.2 Board and lodging on residential visits.
- 1.3 Costs associated with individual tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- 1.4 Optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made.
- 1.5 The cost of re-sits of prescribed public examinations where no further preparation has been provided by the school
- 1.6 The cost of entering a pupil for a second public examination when preparation by the school enables the pupil to take more than one examination.
- 1.7 The cost of any scrutiny of examination results if so required by parents.
- 1.8 The cost in cash or in kind of ingredients and materials needed for practical subjects such as home economics and craft, design and technology, if parents have indicated in advance a wish to own the finished product.

2. Remissions

2.1 The charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or guardians are in receipt of :

- Income Support
- Income-based Jobseeker's Allowance
- Disabled Person's Tax Credit

for example, if the activity takes place wholly or mainly in school hours, and/or is provided as part of the syllabus for a prescribed public examination, or is required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

2.1 Windermere Primary School operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from Hertfordshire Music Service on 0300 134048.

3. Refunds

3.1 At the end of each journey or visit, the surplus or deficit will be calculated from the journey book or visit sheet and confirmed against the ledger records.

3.2 If the journey or visit makes a surplus, then parents and guardians will be offered a refund where the sum involved per pupil exceeds 5% or more of the contribution per head (or proportionate amount where full per head costs are not paid), will be offered as a refund. Surpluses will be reimbursed in round amounts only e.g. £3.00 not £3.29. This will be done by letter giving parents/carers two weeks' notice to take up the offer of refund.

3.3 The school may ask for parental permission in advance of the journey to treat any surplus below a given sum as a contribution to school funds.

3.4 Any refunds will be made as soon as possible after the visit, either to pupils or parents by cheque or cash against signed receipts.

4. Discretion

- 4.1 The Headteacher who is aware of well-substantiated, exceptional circumstances may exercise discretion, subject to the financial limits imposed by the Schedule of Delegation.

Davina Raftery, November 2012

Agreed with governors		Date:
Reviewed		Date:
Reviewed		Date:
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