



## 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 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. Damage/Loss to Property

- 2.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 2.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **3. Remissions**

- 3.1 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 :
- Universal Credit in prescribed circumstances;
  - Income Support (IS);
  - Income Based Jobseekers Allowance (IBJSA);
  - support under part VI of the Immigration and Asylum Act 1999;
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);
  - the guarantee element of State Pension Credit;
  - an income related employment and support allowance that was introduced on 27 October 2008.
- 3.2 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.

### **4. 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). 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. Voluntary Contributions**

- 4.1 The school may request or invite parents to make a contribution towards the cost of the trip which may include specific costs in relation to pupils with special needs. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

## 5. Discretion

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

## 6. School Uniform

Pupils are encouraged to wear the school uniform as detailed in the Uniform Policy. Some items are available only from the school office. These items are sold at cost to enable all pupils to wear the prescribed uniform.

**Davina Raftery, 28<sup>th</sup> January 2016**

Agreed with governors	<i>Davina Raftery</i>	Date: 28/1/16
Reviewed	<i>Claire Marles</i>	Date: 14/11/17
Reviewed		Date:
Reviewed		Date:
Reviewed		Date: