

CHARGING & REFUND POLICY

Date: Spring 2024

Review: Spring 2025

The Local Governing Body (LGB) recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make to a pupil's education.

The LGB aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities. This requires the LGB to determine and keep under review a Charging and Remissions Policy.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

At Christ Church Chorleywood CofE School we will charge in accordance with government guidance, except in circumstances which have been agreed by the Trust's finance, audit & risk committee.

Voluntary contributions

The LGB may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities
- school equipment
- school funds generally

The contribution is genuinely voluntary and the pupils of parents or guardians who are unable or unwilling to contribute will not be discriminated against. Where there are not sufficient voluntary contributions to make an activity possible, then it is likely to be cancelled as school funds alone would not be enough.

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether their parents have made any contribution in response to the request or invitation.

Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National/Core Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the school's remissions policy).

Residential trips

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials, and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

A residential visit is in school hours if:

The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel). The LGB may charge parents for board and lodging costs for residential trips, except for parents who receive:

- Income support
- Income-based jobseeker's allowance
- Income-related employment and support allowance
- Support under part vi of the immigration and asylum act 1999
- The guaranteed element of pension credit
- Child tax credit (provided you're not also entitled to working tax credit and have an annual gross income of no more than £16,190)
- Working tax credit run-on - paid for 4 weeks after you stop qualifying for working tax credit
- Universal credit - if you apply on or after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

These parents or guardians may not be charged for board and lodgings if the trip takes place mainly in school hours.

Instrumental music lessons

A charge may be made for individual instrumental music tuition and group music tuition of up to and including 4 persons, whether in or out of school hours.

Public examinations

No charges will be made for entering pupils for a prescribed public examination. A charge may be made for the cost of entering a public examination not prescribed in regulations.

Materials and ingredients

The school may request the cost in cash or 'in kind' of ingredients and materials needed for practical subjects such as art or technology if the finished product is something the children will own.

Damage to school property and materials

A charge will be levied in respect of willful 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 Head of School may decide.

Other charges

The Headteacher, or other authorised staff may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing copies of school documents.

School Meals

Where parents are eligible for free school meals the school will meet the current statutory requirements.

Afternoon Nursery Provision

We make a charge for additional hours of afternoon care in the Nursery where the parent/carer does not qualify for the government's 30 hours scheme. The details of this charge are set out in the Nursery Afternoon Care Agreement. This is to cover our costs. This charge is reviewed annually and communicated to parents. There are no refunds for this provision unless the school cancels the club.

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

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Wraparound Care Club Provision

We make a charge for breakfast & after-school club, which acts as wraparound care. The details of these charges are set out in the childcare offer agreement. This charge is reviewed annually and communicated to parents/carers. There are no refunds for this provision unless the school cancels the club.

Refunds Policy

Events are priced at cost, however, if a surplus is identified, the parents will be offered a refund as outlined below:

- For a visit/journey where the contribution does not exceed £50.00 a refund will be offered when the surplus per head exceeds £5.00.
- For a visit/journey where the contribution made exceeds £50.00 a refund will be offered when the surplus per head exceeds 10% of the original payment.

This policy is reviewed annually in the spring term or whenever Government guidance changes.