



Charging, Remission of Fees and Refunds Policy

2019-2021

1. Introduction

This Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed by the school Governing Board.

2. Aims and Objectives:

The aims of this Policy are to:

- Set out the activities for which the school will make a charge or request a voluntary contribution.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made.
- Set out procedures and expectations for payments to the school.

3. Activities without charge & Voluntary Contributions:

There will be no mandatory charge for the following activities:

- Education provided wholly or mostly during school hours.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and musical tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the National Curriculum.

However, the school may ask for voluntary contributions towards the cost of school-time activities to assist with funding. Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

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St. Catherine of Siena Catholic Primary School

Activities where a voluntary contribution may be requested, include (but are not limited to):

- visits to places of interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events and
- swimming.

We do our best to give parents early notification of events and the amount of voluntary contribution requested.

Any children of parents who do not wish to contribute will not be treated any differently.

4. Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- School dinners, where applicable.
- Educational or other activities provided wholly or mainly outside school hours. (Note: This includes before and after school clubs - Early Birds & Night Owls - run by the school).
- Board and lodgings on residential visits (subject to remission arrangements).
- Provision of instrumental and musical tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

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For residential visits during school time, a charge will be incurred. If a parent/guardian cannot or refuses to pay for a trip, or fails to meet payment deadlines, a decision will be made at the discretion of the Head Teacher as to whether the child can be funded from the school account. This will only be in exceptional circumstances and will not be covered by Pupil Premium Funding.

5. Uniform

There will be a charge to parents for school uniform bought from the school i.e. sweatshirts, book bags and ties. *A small profit may be added and this will be credited to the school's Fund Account.*

6. Payments

The school operates a cashless system for all payments. This is done via 'ParentPay'.

All payments must be made in advance. If there are insufficient funds in an account when a school dinner/activity is requested, the child will still be accommodated but the parent/guardian will be contacted immediately to settle the balance before another school dinner/ activity is provided.

7. Refunds & Remissions

Refunds are not given if a child cannot attend a trip or extra-curricular event unless a refund is issued by the provider.

Refunds for residential trips (including deposits and instalments) are only granted in exceptional circumstances and are viewed on an individual basis; the Head Teacher makes the final decision.

Remissions are only granted in exceptional circumstances by the Head Teacher upon reviewing each individual case.



8. Monitoring and review

This policy is monitored by the Governing Board, and will be reviewed every two years, or earlier if necessary.

Approved by: **Governing Board**

Approved Date: **October 2019**

Review Date: **October 2021**



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