



Charging, Remissions, Voluntary Contributions & Refunds

Signed

Head teacher:

B Theobald

May 2021

Chair of Governors:

K Holland

May 2021

Next review:

May 2023

Statement of intent

Mulbarton Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Legislation allows schools to charge for certain activities which take place both inside and outside school hours.

Charging for school activities

These are the activities and materials for which you will be charged:-

Music tuition – vocal or instrumental tuition, either individually or to groups of any size, provided at the request of the pupil's parents and not as part of the National Curriculum. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition. (No charge may be made in respect of a pupil who is looked after by the local authority.)

Board and Lodging for Residential Visits – board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge will not exceed the actual cost.

Ingredients and materials – ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles. (This only occurs very occasionally.)

Activities outside school hours – a charge can be made for any non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Failure to pay - unless there are exceptional circumstances and the head teacher has agreed to the remission/partial reduction of any of the above mentioned charges, the school may take legal action to recover unpaid charges.

Other charges

Damaged or lost items – the school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

Remission of charges

Parents who in receipt of Universal Credit (when fully rolled out), Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges, in relation to board and lodging charges for residential visits only. These parents/carers may also approach the school for help paying for charges for other school activities.

Requests for voluntary contributions

We will, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities, mainly for day trips and events in school organised to enhance the learning for a particular subject or topic. The contribution requested will be no greater than the actual cost divided between the number of children expected to take part.

If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset.

We will also make it clear that there is no obligation for parents to make a contribution and will strive to ensure that parents do not feel pressurised into making voluntary contributions.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.

If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

Refund of charges or voluntary contributions

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled and the venue and transport provider make no charge, or if the surplus collected for an activity exceeds the cost of that activity by £5, or more, per child.

If a child is absent on the day of a trip or activity, a refund will only be possible if the venue/provider does not charge for that child. There will be no refund of transport costs, if applicable, or the cost of materials purchased specifically for the activity.

Wisepay

The school uses an online payment system, Wisepay, for school lunches and the majority of trips, visits and events.

If a child is absent on a day for which a meal has been ordered and paid for (Years 3 – 6 only) no refund will be given. However it is possible to move the meal to another day, at no additional charge, and the parent should contact the school office to arrange this.

Similarly, if a meal is ordered and paid for (Years 3 – 6 only) by mistake, the parent should contact the school office to ask for it to be moved to a different day.

If a trip or event is paid for in error, or a duplicate payment is made by mistake, a refund will be given, less the administration fee charged by Wisepay and the merchant ID provider.

Extended Schools (Breakfast & After School Child Care)

We provide care for children between the ages of 4 and 11, serving the children of Mulbarton Primary school. Places are offered on a first come first served basis, when all places have been filled a waiting list will be established, with priority going to siblings of children already attending the club.

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required. We will accept occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, 48 hours notice must be given, if not the place will still be charged for.

Fees are payable monthly in advance, payable via bacs. Failure to pay may result in your child's place being withdrawn and the school may take legal action to recover unpaid fees.

Lettings

All lettings are agreed by the school site manager and the headteacher and are recorded in the lettings file and school calendar.

Casual bookings are agreed and the use of the school site monitored by the site manager.

Booking forms and conditions of use are issued to hirers in advance of the letting (termly for regular hirers).

Lettings must be paid for in advance. Invoices are authorised by the headteacher and issued in advance (half-termly for regular hirers).

VAT is accounted for where appropriate.

Charges are calculated to take into account the following costs:

- Cost of site manager's additional pay and travel expenses for returning to site to lock the premises after the letting.
- Heating, lighting, water and cleaning costs.
- Insurance

Charges are reviewed annually.

