



## Rosherville Church of England Primary Academy

*At Rosherville we embrace the Christian ethos, within a nurturing environment where everyone can 'ASPIRE, ACHIEVE AND ACCOMPLISH.'*

### Charging, Remission of Fees and Refunds Policy

Date: September 2016

Review date: September 2017

Local Governing Body:  
October 2016

#### Introduction

We do not levy a compulsory charge for any activity undertaken during the school day, as part of the National Curriculum. However, we do ask for voluntary contributions for some events:

- visits to places of interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- school trips
- swimming.

This list is not exhaustive and we do our best to give parents notification of events at least two weeks in advance of the amount of voluntary contribution being asked for. Furthermore, for larger sums of money, the school encourages parents to pay, by instalments, as and when they can manage. Again, we stress that all contributions are voluntary. However, if we do not receive sufficient funds, we may have to cancel a trip/event and issue a refund to those who have paid. If a trip/event goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a day school trip or an event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. However, should a trip that has been arranged not bring in enough voluntary contributions, and the school budgets not allow, the trip may be cancelled. Parents have a right to know how each trip is funded. The school provides this information on request.

#### Residential visits

When the school organises a residential visit in school time, we do make a charge for this. Parents are encouraged to pay for these trips by instalments.

## Refunds

The school does not make a profit on trips or activities. Refunds are given on any excess payments made by a parent exceeding 10% of the full cost to them. 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 are only granted in exceptional circumstances and are viewed on an individual basis. The Head teacher makes the final decision.

## Payments

All money should be brought into the school office in a clearly labelled in an envelope. The child's details and reason for payment should be clearly marked on the envelope. Money should be given to the class teacher who records receipt and then the money is passed to the office. A receipt should be issued for any payments over £25, with the exception of dinner money. Residential trips will have a separate card to record payments.

## Monitoring and review

This policy is monitored by the Local Governing Body, and will be reviewed annually.

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|---------------------------------|---|--------------|----------------|
| <b>Headteacher:</b>             | D. Williams                                     | <b>Date:</b> | September 2016 |
| <b>Chair of Governing Body:</b> | Jean Craig                                      | <b>Date:</b> | October 2016   |
| <b>Reviewed by:</b>             | RAB   | <b>Date:</b> | October 2016   |
| <b>Links:</b>                   | Pupil Premium Report;<br>Sports Premium Report. |              |                |