



Little Waltham Primary School

Policy on Charging, Remissions and Refunds

Our mission as a church school is to be – loving, welcoming and succeeding with faith, family and friendship at the centre of all that we do. The key Christian values that are the core of our school life are forgiveness, creation, koinonia, reverence, service, wisdom, trust and endurance.

1 Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

2 School Meals

The charge for a school meal will be set by the Governing Body. All meals taken by students who are not eligible for free school meals will be chargeable. There is no charge for students who are entitled to free school meals.

The Department for Education advises that: ***School governors are responsible for the provision of school food. A school lunch must be provided for pupils where a meal is requested and either the pupil is eligible for free school lunches, or it would not be unreasonable for lunches to be provided.***

(School Food in England, April 2019)

We ask that all dinner money accounts are kept either in credit, or at a zero balance. Where accounts go into debit, we send reminders to parents to clear those balances. When a dinner money debit balance reaches £20, we ask parents to provide packed lunches for their child until the balance is cleared.

Refunds for outstanding dinner money balances can be made on request by a parent and only when a pupil leaves our school and they have no younger siblings in school to whom an outstanding balance could be transferred.

3 Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers 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 school trip or 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. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

If a child is absent from school for any reason and does not attend an educational visit, the transport/entrance cost will not be refunded, where already committed. However, where possible, the school will endeavour to recover costs related to that activity and, if successful, will then refund the parent/carer. If a trip is cancelled by the school, parental contributions will be refunded.

4 Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide enrichment directly related to the National Curriculum, we do not make a charge for the educational element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

Parents and carers who receive state benefits may be exempt from the charge for board and lodgings.

If we cannot raise sufficient funding through the contributions, residential visits may be cancelled.

If a student does not attend a residential activity due to illness, the school will endeavour to recover costs, through the trip insurance and, if successful, will then pass this refund onto the parent/carer; please note that initial deposits may be retained by the travel company. Where a residential trip is cancelled by the travel company, the school will endeavour to recover full refunds which, upon receipt, will be passed onto the parents/carers. Where a residential trip is cancelled by the school, parental contributions already received will be refunded, less any initial deposits withheld by the venue.

5 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are provided through Essex Music Services and are charged through them. We give parents and carers information about additional music tuition at the start of each academic year.

Where instrumental or singing lessons are cancelled by the tutor, and payment has already been received, the school will transfer the funds to cover future lessons taken by the relevant student. If lessons are not being continued in the following term, the parent/carer may request a refund. Where a student fails to attend a pre-booked lesson, refunds do not apply.

6 Swimming

The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but the PTA (The Friends of Little Waltham

Primary School) do ask for a voluntary donation from parents and carers towards maintaining the pool and providing tuition.

The PTA do not offer refunds on donations received if any swimming lessons are cancelled.

7 After School Clubs

The School provides additional after school clubs throughout the week. Those provided by staff members are not chargeable. Where external providers are used all charging is through them.

8 Charges for “finished products”

The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

9 Monitoring and review

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

Signed:

Date Approved: March 2022 Date to be Reviewed: March 2023