HOBBS HILL WOOD PRIMARY SCHOOL
Charging, Remissions and Refunds Policy

Committee	Resources
Author	Hobbs Hill Wood Primary School
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Frequency of Review	Annually
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Our Vision

Aiming for excellence; creating equal opportunities for each individual to develop academic and life skills so they can make a positive contribution to their community and become lifelong learners.

Our Mission

Inspiring confident and independent learners

Our Values

We believe that children should be able to enjoy the rights and uphold the responsibilities of the school charter.

School Charter

We have the right to:	We have a responsibility to:
Be safe in school and online	Behave in a safe way
Learn	Listen and try our best
Be supported with our learning	Support and help each other
Be happy, play and have fun	Share, be kind, polite and considerate towards others
Be respected and treated fairly	Be helpful and responsible
A clean and purposeful environment	Recycle and keep the class and school environment tidy
Speak and be heard	Listen and respect each other's opinion

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Formation

- This policy reflects the requirements of the Education Act 1996 and the Charging for School Activities (DfE May 2018).

Statement

- The school recognises the valuable contribution that the wide range of additional activities, including clubs, day trips and school journeys, make towards the personal development and education of children.

- These activities are promoted by the school both as part of a broad and balanced curriculum for the children, and as additional activities.

- It is the policy of the Governing Body of Hobbs Hill Wood Primary School to charge pupils at full cost for all activities which are deemed to take place outside school hours unless that activity is required to fulfil:

  - Any requirement specified in the syllabus of a prescribed examination
  - Any statutory duties relating to the National Curriculum
  - Any statutory duties relating to religious education

- Voluntary contributions may be invited for all activities which take place during or outside the school day for which no charge can be legally imposed.

Equality

- This policy will ensure that charges and remissions will be applied fairly and consistently, and that they enable all pupils to access provision, regardless of their families' financial circumstances.

Charges

We reserve the right to authorise a charge in the following circumstances for activities organised by the school:

Item	Charging / Remissions
1. School trips (during the school day)	• The school will always seek voluntary contributions to offer a wide variety of experiences to all pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. • If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset. No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Item	Charging / Remissions
2. School trips including residential (outside school hours)	• Charges will be made for activities which take place outside school hours but only if most of the time spent on that activity takes place outside school hours. • Charges will be made for the board and lodging on residential visits unless the parent is in receipt of one of the benefits listed below: ▪ Income-related Employment and Support Allowance (ESA) ▪ Support under Part VI of the Immigration and Asylum Act 1999 ▪ The guaranteed element of Pension Credit ▪ Child Tax Credit (provided you're also not entitled to Working Tax Credit, and you 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 1 April 2018 your household income must be less than £7,400 (after tax and not including any benefits you get) • The above is the current eligibility criteria for free school meals. • Any requests for financial help should be made in writing to the Headteacher.
3. School Meal Payments	• As part of the Universal Infant Free School Meals scheme (UIFSM) which commenced September 2014, all children in Reception and Years 1 and 2 have an entitlement to free school meals. • All junior children (years 3-6) can purchase a school meal at a charge negotiated with Radish, our school meal provider. • Free School Meal financial help (benefit related free school meals) remains available to eligible families in **all year groups**. If your child is eligible the school can claim extra funding through Pupil Premium (currently £1,550 per child, per annum, for infants and juniors) to provide educational resources, one to one tuition, additional Teaching Assistant support, attendance at school run after school clubs, school trips, residential school journeys, our breakfast and after school club, swimming lessons, milk, etc all of which contribute directly to pupil progress. • For families making a successful application for Free School Meal financial help the school will provide the qualifying families with pupil premium vouchers, details of which are shared at the beginning of the academic year. • To be eligible for the benefit related free school meals, parents/carers need to be receiving one of the benefits listed in section 2 above.
4. Milk	• Milk is available for all children. • Nursery pupils receive milk free of charge. This includes those pupils who are in infant classes but who are aged 4 for the whole term (i.e. up to and including last school day of term). • Infant and Junior aged children entitled to benefit related free school meals (see section 3 above) are also entitled to free school milk. • For any other child a parent can choose to purchase milk via our supplier (DairyLink).

Item	Charging / Remissions
5. Charging for materials and equipment	• Charges will be made for any ingredients, materials, books, laptops or equipment, ***where a parent wishes their child to own them.*** The charge will not exceed the cost of the item/s. • The school provide each child with a pen, pencil, etc. If they run out, they are replaced, however lost or broken equipment must be replaced by purchasing a new one from the School Office. • Any requests for financial support must be made in writing to the Headteacher.
6. Swimming lessons	• Charges will be made to cover the cost of the teacher employed to provide tuition, the cost of pool usage and travel. See section 3 above regarding pupil premium swimming vouchers.
7. Uniform, book bags & water bottles	• Charges will be made to cover the cost of any uniform, book-bags and water bottles supplied by the school.
8. Nursery – Flexible Provision	• All Nursery children are entitled to 15 hours of free provision per week. • In addition, Nursery children can have additional hours (subject to availability) at a cost as follows: ▪ Lunch Club (11.30 am – 12.30 pm): ○ £18.75 per week to the end of the 25/26 summer term ○ £20.00 per week from the 26/27 autumn term ▪ Afternoon session (12.30 – 3.30 pm) – 3 hours: ○ £18.00 per day until the end of the 26/27 spring term ○ This will be reviewed for the 26/27 summer term
9. School run Breakfast Club / Treetops After School Club	• The school offers a Breakfast Club and After School Club and the costs are as follows: ▪ Breakfast Club (7.45 to 8.45 am) - £5.00 per session ▪ After School Club (3.15 to 6 pm) - £13.50 per session
10. Music Tuition	• The school cannot charge for instrument or vocal tuition for pupils, learning individually or in groups, unless the tuition is provided at the request of the parent / carer. In this circumstance, the tuition will be charged at cost.
11. After school activities / clubs	• The school offers after school activities / clubs. These will be charged for, and the cost notified to parents / carers at the point of booking.

Refunds Policy

Where circumstances require that consideration is given to providing a refund of charges, the following will apply:

Item	Refund policy
School trips (including activities outside school hours such as theatre and concert visits)	• Where an individual child misses a school trip that their parent/carer has contributed towards, no refund will be given. • Where a whole school trip must be cancelled due to circumstances beyond the school's control, an insurance claim will be made, and any proceeds distributed equally to those parents/carers who contributed to the cost of the event. • For school journeys – where a surplus of 10% or more per pupil is made a refund will be given. • School day trips and activities - where a surplus of £5 or more per pupil is made a refund will be given
Uniform & Book Bags (provided by the school)	• To qualify for a full refund, goods must be returned to the school within 10 school term days and in their original condition. • Faulty goods will be returned to the supplier for resolution.
Water bottles (provided by the school)	• No refunds will be given. Faulty bottles will be replaced if returned in original (faulty) condition within 10 school term days.
Milk	• Those parents who pay for their child's milk will need to contact our supplier (DairyLink) direct to request a refund.
Nursery - Flexible Provision	• If a child is unable to attend a booked session (either through illness or alternative arrangement) no refund will be given.
School run Breakfast Club / Treetops After School Club	• In line with Terms and Conditions for the School's Breakfast Club and After School Club: ▪ Absences through illness or alternative arrangements will not be refunded. ▪ Refunds for absences due to exceptional circumstances will be at the discretion of the Headteacher. ▪ In the event of enforced closure of the school due to circumstances beyond our control, refunds will not be made.
After school activities / clubs	• Where a child is unable to attend a booked session (either through illness or alternative arrangement) no refund will be given.