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Toftwood Infant and Junior School Federation

Toftwood Infant and Junior Federation Charging and Refund Policy

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

The Education Reform Act 1989 states aims and objectives as:

- To maintain the right to free school education
- To establish that activities offered wholly or mainly during normal teaching time will be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm the right of schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Exceptions:

Charges will be made for the following:

- Individual tuition in playing a musical instrument to cover teacher costs only.
- Outside school hours activities which may include travel or staffing costs.
- Examination entry for which pupils have not been prepared by the school.
- Library books which have been damaged or lost.
- Breakage or loss of school resources.
- Lunches provided to those not entitled to universal infant free school meals (UIFSM) or free school meals (FSM)
- Residential visits in line with the Government's guidance

In all these cases, parents will be notified by the Executive Headteacher. Parents who have difficulty meeting any charges should discuss the matter in confidence with the Executive Headteacher.

In terms of **Educational Visits**, voluntary contributions will be requested to cover the cost of the visit. It will be made clear that without sufficient voluntary contributions the visit may not take place.

Refunds

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 an amount pre-determined by the governing board which is £5 per pupil.

Should the amount collected per pupil exceed the governors stated amount, parents/guardians should be offered the refund in writing, with a reply slip attached to the letter stating whether they wish to take up the offer, or decline it, along with a deadline by which a response is required. It should be clearly stated where the surplus will be placed e.g. to offset a future visit etc, and that if no reply is received by the deadline, the school will assume that the parent/guardian intends for the school to retain the funds.

If a child is unable to attend a visit, and the school will not be charged for their admission to a site or place of visit, this element of the contribution may be refunded, in line with the amount charged by the school to the parent on each occasion. Transport charges will not be refunded.

All refunds should be made via cheque payment to the parent/guardian concerned.

Review

This policy was reviewed in September 2023 and will be reviewed annually.