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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.

Charges will be made for the following:

- **Music Tuition**
  Individual or group tuition in playing a musical instrument to cover teacher costs only. Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.
- **Ingredients and Materials**
  Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Board and Lodging**
  Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.
- **Activities outside school hours**
  A charge can be made for all 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.
- **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 as the school cannot sustain this costs from the budget.

Schools **cannot** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity will be cancelled. Parents/Carers are made aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - only parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours. The Federation actions this for the Year 6 residential, where parents on FSM are not charged for the board and lodgings element.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Executive Headteacher.

Useful Links:

Learning Outside the Classroom guidance:
http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf

Latest DfE guidelines:
https://www.gov.uk/government/publications/charging-for-school-activities

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/carers should be offered the refund in writing via email, with a Microsoft forms link on 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 Federation 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 Federation 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 will be made to the parent/guardian concerned.

Review
This policy was reviewed in September 2025 and will be reviewed annually.