

# Abbots Hall Primary Academy



## Charging and Remissions Policy

Agreed by Governors:

Next Review Date: Feb 2024

Version control

Date	Version no.	Key changes from previous version
2/2/22	V2	Addition of refund of school trips  Addition of 'curriculum activity', replacing just 'activity'  Addition of 'clothing' section

This Model Policy was released in:	
School Staff were consulted on this document and it was accepted by the FGB on:	
It was ratified by the Governing Body on:	.....

## **Commitment**

Abbot Hall Primary Academy has a commitment to providing a broad and balanced education, with no children excluded from curriculum activities for financial reasons. The school will endeavour to ensure that the principles of best value are applied to all activities that require a charge to parents.

## **Policy**

- The education of children in the school curriculum is free
- Where curriculum activities are offered in school, the school may invite parents to make a voluntary donation.
- Where additional voluntary activities, outside of the school curriculum, are offered, the charge by the provider may be passed on to the parent/carer. The activities will be voluntary.
- Where school property is wilfully damaged, the governing body reserve the right to impose a fair replacement cost.
- No child should be excluded from curriculum activities because their parents are unwilling or unable to pay.
- Where financial hardship is likely, the school may subsidise individual children.

## **Trips and residential visits**

- Where off site activities are offered, the school may charge for accommodation, transport and subsistence.
- If there are separate charges for tuition during such activities, this aspect of the cost would be a voluntary contribution.

## **Cancellation of activities**

- The school reserves the right to cancel any activity that proves to be financially unviable due to a lack of support through payments or voluntary contributions.

## **Clothing**

- Although voluntary donations may be asked for curriculum activities in school, the clothing required for the activities will be the responsibility of the parents and carers – P.E kits, sports clothing, swimming kits etc.

## **Clubs and other activities**

- Where the school offers clubs or other activities on a voluntary basis, a charge may be made. Parents will be informed in advance of costs.
- Where clubs are offered by outside agencies (additional music tuition during school hours for example) the charge will be levied by the provider.

## **Charges for breakages, damage or loss**

- At Abbots Hall Primary Academy, we recognise that accidental damage can occur. The school may seek, however, to recover the costs incurred as a result of any item of school property being lost, damaged or broken due to misuse, thoughtless behaviour or carelessness.
- Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage.
- In the event of books being lost or damaged, parents and carers will be asked to replace or refund the cost of each book.

## **School trip refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information. In the event that the school has to cancel the trip due to *foreseen* circumstances, parental contributions will be refunded.

For all other cancellations of the trips, refunds will be awarded at the school's discretion. The school will consider relevant factors when making a decision, including:

- Whether the place can be offered to another pupil
- Whether the school can seek reimbursement from the provider
- The individual circumstances of the cancellation, including illness.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend further trips.

### **Review and evaluation**

This policy will be reviewed under the GB schedule of review, or if the Government introduce new regulations.