

Purbrook Park School

Enjoy Enrich Excel



Charging and Remissions Policy

Co-ordinator: Business & Administration Manager

Start date: September 2024

Review date: September 2025

Appendix 1: Terms & Conditions for Withdrawal/
Cancellation from Educational Visits

Rationale:

This Policy is intended to provide a framework for the existing wide range of school activities to continue. The policy will remain under review.

Procedure:

1. The school may seek **voluntary contributions** in support of any school activity taking place during school hours. Requests to parents must make it quite clear that the contributions would be voluntary. If the activity cannot be funded without such contributions it will be made clear to parents from the outset, that the activity may not be able to run.

2. Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is taking place mainly inside or mainly outside of this core time:

- If 50% or more of the time spent on the activity is during school hours(including travel), then the school can only seek **voluntary contributions** in support of the activity.
- Where **less than** 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours and the school can charge for this activity. School hours do not include the break in the middle of the day.
- The school will charge for out of hours activities not linked to the National Curriculum.

3. **Musical Instrument Tuition** and **Singing Lesson** charges may be made for teaching either an individual pupil, or pupils in a group, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum, nor a public examination syllabus being followed by the pupil.

4. A charge will be made for **board and lodging** for residential activities except, if the residential takes place mainly during school hours, and parents receive any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and 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

Fees for **Residential Trips** (other than the cost of board and lodging) will not be charged to parents, even if the trip is outside school hours, when it forms part of the syllabus for a prescribed public examination (e.g. GCSE), or is part of the National Curriculum. When a charge is made for any element it should not exceed the actual cost to the school.

5. In practical subjects such as **Technology**, where the parent has indicated in advance that they wish the pupil to own the finished article, Governors may make a charge, not exceeding the cost of the materials, or they may require parents to provide the materials.

6. No charge will be made for education outside school hours to fulfil public examination requirements or the National Curriculum.

7. If a pupil fails, without good reason, to complete the requirements for a public examination for which the pupil has been prepared by the school, the fee may be recovered from the parent. If the candidate fails to attend an exam due to an unauthorised absence, the school reserves the right to charge for the total cost of entry to the exam, and a Penalty Notice for non-attendance may be issued in accordance with **Hampshire County Council's Code of Conduct**.

8. The school will charge an **Admin Fee** as well as **Review Fees** for any examination reviews/re-marks for public examinations when specifically requested by parents. A review of marking may lead to a grade(s) being lowered or raised following the review. The Exams Officer will ask for written consent before requesting this service.

9. A charge may be made for education outside the school hours for '**optional extras**' such as theatre visits, and our summer enrichment academy. Prior agreement of pupil participation and willingness to payment of the charge is required from the parent.

10. Some remission of charges may be made at the Headteacher's discretion, to support pupils who might otherwise be unable to participate due to individual financial situations.

Terms & Conditions for Cancellations and Withdrawals from Educational Visits

Appendix 1: Charging and Remissions Policy

Rationale:

In the event that a pupil cancels their participation in any day or residential Educational Visit, any monies due to be refunded **may** be refunded. **The amount of the refund is dependent on how late the pupil is withdrawn from the activity, whether a replacement pupil can be found, and what costs have already been met by the school which cannot be reclaimed when the trip is being provided by an external supplier.**

In the case of a trip being cancelled, the school will attempt to recover and return monies paid, depending on the position of the insurance companies/travel companies involved, and at the Headteacher's discretion.

Educational Day Visit

1. In the event that a pupil cancels their participation on a day visit, the amount paid will only be refunded if a replacement pupil can be found.
2. Cancellation/withdrawal from a day visit must be received by the school in writing.

Educational Residential Visit

1. Any deposit paid to secure a pupil's place on a residential trip is non-refundable.
2. Cancellation/withdrawal from a residential visit must be received by the school in writing.
3. In the event that a pupil or their parent cancels their participation on a school trip, the amount paid will not be refunded by the school.
4. The school reserves the right to withdraw any pupil from an Educational Visit if the pupil repeatedly displays poor standards of behaviour in school, and it is considered that this behaviour would pose a serious Health and Safety risk on an educational visit. In such circumstances, the school will not refund any payments already made.
5. Where a trip is not paid for in full one week prior to the date of the activity, the school reserves the right to withdraw any pupil from an educational trip/visit.
6. Requests for a refund as a result of cancellation/withdrawal due to exceptional circumstances will be at the Headteacher's discretion.