Kingsway Infant School

Charging, Remissions and Refund Policy

Aim

At Kingsway Infant School, we aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities and use of our facilities.

Principles

- We make no charge for National Curriculum lessons and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost.
- No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Universal Credit.
- We may charge where it enables an increase in, or enriches non-statutory extra-curricular provision at any time e.g. swimming
- We support the development of community group's use of school facilities through a flexible charging approach provided we can safeguard site security.
- We offer minimum cost of facilities for non-profit making community activities.
- We may raise income for the school from local groups' use of facilities.

KEY RESPONSIBILITIES

The Governing Body will:

- review and amend the Charging, Remissions and Refund Policy;
- review annually the charges for supplies and services and will monitor whether actual income is in line with anticipated income.

The Headteacher will:

- be responsible for drafting proposals for charges and refunds;
- provide reports to the Governing Body.

The Office Manager will:

- provide effective financial administration enabling efficient budget management by the Headteacher;
- manage the letting of school premises where appropriate;
- maintain efficient and effective information systems.

Caretaker/Site Manager

- manage the school premises during lettings.

Users will:

- abide by the terms and conditions of the booking and hiring contract;
- have appropriate Public Liability Insurance cover or will be covered by Kingsway Infant School's Public Liability Hirers Insurance Policy at a cost of 10% of the hire.

PROCEDURES

1. Offsite Extra-Curricular Activities/Visits

A voluntary contribution not exceeding the actual cost will be requested.

2. Onsite Activities

Curriculum Enriching Activities

Music Instrumental Teaching

Charges for individual tuition are set by the providers. Parents/Carers will be expected to hire or buy their child's own instrument; some instruments may be available for loan from the school.

Extra-Curricular Clubs

A charge may be levied for participation in extra-curricular activities to meet the costs of materials and staffing as needed e.g. Breakfast Club, Art Club

Clubs offered by external companies will provide details of their costs with invitations of how to join.

3. Letting of Premises

The annual charges are set based on the county suggested rates with the conditions of hiring and booking laid down in the contract.

4. Charges for Services

Details of charges e.g. photocopier, are available from the school office.

5. School Equipment

The children are reminded to respect the 'Golden Rule' of 'We Look After Property' and to ensure that school equipment is not lost or deliberately damaged. Where the school has to replace/repair any item, we may ask parents/carers for a contribution to cover the cost e.g. library books, musical instruments and iPads.

Remissions

For those families unable to meet the full cost of voluntary contributions or charges, the Governors may provide financial support from the school budget, external grants or Pupil Premium Funding (on application to the Headteacher). The Governing Body will be informed in general terms of the total provided for each activity.

The Governing Body support the development of community groups' use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group; this would be negotiated with the Headteacher.

Refunds

If the school has to cancel an enrichment activity or school trip, parent/carer contributions will be refunded back to the origin of payment. If the child is absent from school on that day, then no refund will be made.

If breakfast club/afterschool club is cancelled by the school, then you will receive a full refund. If breakfast club/afterschool club is cancelled by the parent (with less than one week's notice) then a refund will not be given.

<u>Clubs Provided by External Companies</u>
Parents/carers should refer to the clubs own refund policy.