

Codicote C of E Primary School



CHARGING & REFUND POLICY

This policy was agreed by the School Governors in January 2014

Charging

The school seeks voluntary contributions from parents and carers for:

- Educational Visits during school time
- Swimming Lessons during school time

The school reserves the right to cancel any visit/activity if voluntary contributions do not cover the cost of the activity.

The school charges for the following:

- Individual instrument tuition in music
- Cookery, Science and D & T, when the finished item is taken home
- Board and lodging outside school time – e.g. overnight visits

Letters sent to parents regarding visits make it clear that:

- Voluntary contributions are being sought to cover the cost of the visit
- That the visit will not take place if voluntary contributions are not sufficient to cover the cost of the visit.

No child will be stopped from taking part in a school visit/activity if parents refuse to contribute to the cost of the visit. The school policy for equal opportunities indicates that all children should have the opportunity to take part in a visit/activity if they so wish. Occasionally, a parent will not allow their child to go on a visit, or take part in an activity because the voluntary contribution required is too high. This is their decision and the school abides by it.

Refunds

Visits

Visits are costed as accurately as possible. However, a surplus may result, however carefully the costing has been carried out. In the case of a surplus of income over expenditure, this will be offered to all of the parents who contributed towards the cost of the visit. It will be offered in the form of a letter; the parents have to respond to the letter if they either wish to have the surplus paid back to them, or allow the school to keep the surplus in the general account.

This will only apply if the visit has been over costed by more than 5% or £5.00, whichever is the greater.

In the event of a deficit on the cost of the visit, this will be made up through a donation from the PTFA account, or the fund account.

Uniform

Refunds do not apply, as the costing is accurate.

Swimming

A refund for swimming will only apply for a pupil whose parents have paid for the term's lessons, and is then, subsequently unable to take up the lessons due to a major mishap e.g. broken leg, operation.

Milk

This is paid for in advance and no refunds apply.

Music

Music tuition fees are paid for in advance. Parents have to give a half term's notice in writing if they wish their child to cease having lessons. No refunds are available.