



# Kenningtons Primary Academy

## Charging, Refunds & Remissions Policy

**2025**

This Policy was reviewed by the Academy Manager, approved by the Finance, Audit & Premises Committee and ratified by the Governing Body on a 1-year cycle. It must be displayed on the school's website.

<b>Date of Approval</b>	23 <sup>rd</sup> January 2025
<b>Review Duration</b>	1 Year
<b>Date of Review</b>	January 2026



This Charging and Remissions Policy has been compiled in compliance with DfE requirements and in accordance with Section 457 of the Education Act 1996.

## 1.0 Charging Policy

### 1. Activities and School Trips

At Kenningtons Primary Academy we want to provide a range of experiences to enrich and extend our children's learning and personal development. All our children should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. There are, however, strict rules that we have to abide by when doing so. Our charging policy, which has been agreed by the governing body, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

#### 1.1 What the law says

- If the activity cannot be funded without voluntary contributions, parents will be notified from the outset
- No child will be excluded from an activity because parents are unable to pay
- If insufficient contributions are raised, the trip/activity must be cancelled
- If a parent is unwilling or unable to pay, their child will be given equal chance to participate

#### 1.2 Voluntary contributions

We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for a **voluntary** contribution. For example, we might ask for voluntary contributions for transport to swimming sessions, transport for trips or admission charges.

*Why do we need to ask for voluntary contributions?*

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

*What happens if I am unwilling to pay?*

Your contribution is voluntary. Your child will not be excluded from the activity **BUT** if we do not receive enough voluntary contributions, we will have to cancel the activity.

Parents may be invited to make a voluntary contribution towards the cost of an activity or towards materials. For educational trips of one day or less, parents will not be asked to contribute more than the individual cost per child. When working out the individual cost per child, the individual cost of the trip will be calculated by taking the cost of any transport and dividing it by the number of children taking part. Admission charges per child will also be added to this. If concessions are available for groups, this will be taken into consideration when calculating final cost per child. The Governing Body will meet the cost of any adults taking part in the activity.

### **1.3 Trip Subsidies**

The Governing Body believe that educational visits enhance the learning of the pupils. In order to support this, trips are subsidised from the school budget. Currently this means that a maximum of £14 per child, per trip is requested from parents. If a child does not attend a trip, the voluntary contribution made towards the cost of the trip will not be refunded.

### **1.4 Residential Activities**

The school follows the current DfE Guidance 'Charging for School Activities' May 2018 when charging for residential activities.

### **1.5. Musical Tuition**

Charges will be made for teaching either an individual or groups of up to four to play a musical instrument in the event that the teaching is not an essential part of either the National Curriculum or a public examination syllabus followed by the pupil.

### **1.6 Charges for activities out of school hours**

Parents may be asked to pay for activities which take place wholly or partly outside school hours. These include after-school clubs in which a charge is necessary to cover the cost of material, equipment etc. and those run by private providers.

A further example would be a visit which involves leaving school early and continues until the evening. The visit would be classified as taking place outside school time and a charge may be made. Visits taking place wholly or partly outside school hours will be deemed optional extras.

#### **➤ Nursery**

Parents of nursery-age children may purchase additional hours of childcare. These hours will be charged at £5.50 per hour and must be paid in advance upon receipt of invoice.

#### **➤ Breakfast Club**

Is available before school from 7.30am. This is charged at £4.75 per session and must be paid in advance via ParentMail. The charge for breakfast club will be set annually by the Board of Trustees following consideration of the Breakfast Club Trading Account as part of the annual budget setting process.

#### **➤ After-School Provision**

Is available after school with two options:

Part Session: 3.15 – 4.30pm. This is charged at £5 and dinner will not be available.

Full Session: 3.15 - 6pm. This is charged at £12.50 where dinner will be provided.

Both sessions must be paid in advance via ParentMail

### **1.7 Materials and ingredients for CDT, Science, Art/Craft**

The Governing Body reserves the right to charge for these ingredients and materials or to require them to be provided, if the parents have indicated in advance that they wish to own the finished product.

### **1.8 Damage or Loss of School Property**

In accordance with school behavioral sanctions, the parents or guardians of an individual pupil will be charged for the cost of deliberate damage to school property carried out by the pupil. Parents of guardians of an individual pupil are responsible for school equipment lost by the pupil.

### **1.9 Public Examinations**

No charge will be made for entering children for public examinations. Charges may not be made for any cost associated with preparing a pupil for examination. Charging, however, is permitted for tuition and other costs if preparation occurs outside school hours for an examination that is not set out in the regulations.

### **1.10 Charges for Late / Non-Collection of Children**

On the first and second late collection, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school at 3.15pm. If the child is collected late a third time, pupils will be placed in our after-school provision and will be charged at the following rates:

- Between 3.15 - 3.30pm. £5 charge. Child remains at the Main Office.
- Between 3.30 - 4.30pm. £5 charge. Part Session in after-school provision
- Between 4.30 - 6pm. £12.50 charge. Full Session in after-school provision

**The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.**

### **1.11 Signing of Passport Applications**

An administrative fee of £10 is charged for the signing of Passport Applications or any other documentation.

### **1.12 Completing of References for Children**

An administrative fee of £10 is charged for the signing of References or any other documentation.

### **1.13 School Meals**

The charge for a school meal will be set annually by the Board of Trustees following consideration of the Catering Business Plan as part of the annual budget setting process. All meals taken by pupils who are not eligible for free school meals will be chargeable, parents/carers are expected to make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by email/ letter. There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

### **Debts**

We do not expect parents to accrue debts with the school. If, however, this does occur, phone calls will take place, followed by letters and finally a meeting with the Headteacher to support parents to repay debts.

### **DBS Checks**

The school will cover the cost of DBS checks for all employed staff and for volunteers.

## **2.0 Refunds Policy**

### **2.1 School meals**

- Where payment for a school meal is received in advance and the pupil is absent due to illness, the funds will be retained to be used for future meals.
- If the academy has to cancel meal provision for a short time, the income received in advance will be recorded against each individual pupil to be used to cover future meals. The parent/carer may request a refund.
- When a pupil leaves the academy and income has been received but meals not taken, the parent is entitled to request a refund.

### **2.2 Educational visits**

- When a pupil is absent due to illness and does not attend an educational visit, the transport/entrance cost will not be refunded, where already committed. However, where possible, the academy will endeavour to recover costs related to that activity and, if successful, will then refund the parent/carer.

- If a trip has to be cancelled by the academy, parental contributions will be refunded, less any initial deposits withheld by the venue.
- Where contributions for an activity exceed the final total cost by more than £5 per pupil, a refund will be given. Excess income less than £5 per pupil will be retained in academy funds. Excess expenditure will be paid from academy funds.

### **2.3 Residential activities**

- If a pupil does not attend a residential activity due to illness, the academy will endeavour to recover costs, through the trip insurance and, if successful, will then pass this refund onto the parent/carer; please note that initial deposits may be retained by the travel company.
- Where a residential trip is cancelled by the travel company, the academy will endeavour to recover full refunds which, upon receipt, will be passed onto the parents/carers.
- Where a residential trip is cancelled by the academy, parental contributions already received will be refunded, less any initial deposits withheld by the venue.

### **2.4 Music Tuition**

- Where Instrumental or singing lessons are cancelled by the tutor or the academy, and payment has already been received, the academy will transfer the funds to cover future lessons taken by the relevant pupil. If lessons are not being continued in the following term, the parent/carer may request a refund.
- Where a pupil fails to attend a pre-booked lesson, refunds do not apply.

### **2.5 Extra-curricular activities**

- If a pupil does not attend an activity due to illness, no refund applies.
- Where curriculum related clubs are cancelled by the academy, the income received will be held to cover the cost of the next round. Where pupils are not taking part in the future, parents/carers are entitled to request a refund.
- Outside of school hours' activities - not part of the curriculum, or public examination syllabus or part of the academy's basic religious education
- If a pupil does not attend an activity due to illness, no refund applies.
- Where the activity is cancelled by the academy, the income received will be held to cover the cost of the next round. Where pupils are not taking part in the future, parents/carers are entitled to request a refund.
- Where the activity is arranged by the academy but has been cancelled by external organisers/tutors/sports coaches, the academy will endeavour to obtain refunds which, upon receipt, will be passed onto the parents/carers.
- Where an activity arranged by external organisers directly with parents/carers is cancelled, the parents/carers must contact the organisers to obtain a refund in accordance with the separate booking agreement.

### **2.6 Breakfast / After-school Provision**

Refunds are in accordance with the rules laid down in the separate Breakfast / After School Club agreement.

## **3.0 Remissions Policy**

The Headteacher and Chair of Trustees will authorise the remission of charges in all cases. The academy will consider the remission of charges to parents or carers who receive the relevant support payments (in accordance with the current DfE listing) which make their child/children eligible for free school meals and for children in care.

All claims for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.

The academy may decide to subsidise part or all of the payment of some charges for certain activities and pupils; each event or case will be considered individually by the Headteacher and the Board of Trustees.