



Merry Hill Infant School and Nursery

Charges, Refund and Remissions Policy

Name/Title of responsible committee/individual:	Headteacher
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Review frequency:	Annually
Target audience:	All Stakeholders

The Governing Body shall conduct the School with a view to promoting high standards of educational achievement.

Merry Hill Infant School and Nursery is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

The School will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and will actively challenge pupils, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views.

Version	Date	Notes
V1.0		Approved by Headteacher

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1. Introduction

The teaching staff and governing body of Merry Hill Infant School and Nursery are proud of the wide range of activities offered to the children that enhance and enrich their learning. The cost to parents of this provision is kept to a minimum. However, it is the school's policy to charge parents in respect of a number of types of activity. This is in accordance with the provisions of the Education Act 1996 and the more detailed Hertfordshire Local Education Authority policy on charging.

2. What was consulted?

The policy has been informed by A Guide to the Law for School Governors and the DCSF guidance "Planning and Funding Extended Schools" and "Charging for School Activities" (January 2009).

3. Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally

4. School Trips and Visits

School trips and visits are a valuable way of enriching the curriculum and educational experiences of our children. The occurrence of trips and visits for each year group is carefully planned, and regularly reviewed, to ensure breadth, balance and relevance of provision. The cost of each day trip is carefully considered. All teachers must ensure that the trip is costed before obtaining the Headteacher's approval. Parents are invited to make a contribution to cover the cost of day trips. All contributions are voluntary. If insufficient contributions are received a trip may be cancelled. If a trip goes ahead, it may, if parental permission has been given, include children whose parents have not paid any contribution. These children are not treated any differently from their peers. Sometimes the school pays additional costs in order to support the visit. Parents have the right to know how each trip is funded. The school provides this information upon request.

5. Educational Visitors

We plan a programme of visitors throughout the year appropriate to the activities and topics taking place in classrooms. These visitors enhance the education provided and give rise to discussion, widen experiences, heighten awareness and stimulate the children in a variety of ways. The value of resulting follow-up work is beyond measure. The voluntary contributions of parents help ensure that such experiences are regularly featured on the school calendar and that we see performances of good quality and high standards.

6. Charging for Materials

There are times when the school may provide materials for an activity. Parents may be charged for these materials in which case the finished product becomes the property of the parent. Parents are asked to contribute £5 per year into the Design & Technology Fund to cover the cost of materials and ingredients.

The school does not offer Residential Trips, Instrumental Music Lessons, Public Examinations, or a Minibus and so no charges are made for these.

7. Refund Policy

Occasionally because of a change in costs an activity may be less expensive than expected if the refund due is less than two pounds per child, this money will be put in school funds to support other activities. If the refund is over £2 the parents will be asked if they want the refund or give permission for the money to go to school funds.

8. Remissions Policy

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents of children receiving Pupil Premium. Additional categories of parents may claim help with some costs in some circumstances.