



Merry Hill Infant School and Nursery

Charges, Refund and Remissions Policy

Name/Title of responsible committee/individual:	Headteacher
Date issued:	February 2024
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	June 2024	Approved by Full Governing Body

Contents

1. Introduction	3
2. What was consulted?	Error! Bookmark not defined.
3. Voluntary Contributions.....	3
4. School Trips and Visits.....	3
5. Educational Visitors	3
6. Charging for Materials.....	3
7. Refund Policy.....	4
8. Remissions Policy	4

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. These chargeable activities are restricted in accordance with The Education Act 1996, sections 449 to 462 and the Department of Education (DofE) on Charging for Activities May 2018.

2. 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

3. 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.

4. 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.

5. Charging for Early Years Provisions

Until September 2025 Nursery parents, not eligible for the full 30 hours free childcare, will have the option to pay for additional hours. Any meal prepared by Herts Catering Limited, if parents do not wish to provide a packed lunch, will also be charged. Please

see our Nursery Admissions Policy for further details and the terms & conditions.

Parents can also expect to pay for other consumables or additional activities such as nappies or trips/events.

6. Charging for Optional Extras

Parents who register their child with the Breakfast Club will be charged for each session. The fee for childcare is subsidised for each sibling that attends. See the Breakfast Club Policy for full details.

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.

The school does not offer Residential Trips, 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.

9. 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 may 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.

As part of our school's development plan commitment to reduce the impact of economic exclusion on pupils, Melissa Adams, Headteacher, is the named point of contact for families requiring financial support. In addition, we offer:

- Pre-loved uniform sales
- Unbranded uniform is perfectly acceptable and readily available from supermarkets
- Financial support is available for school trips should this be required
- After school clubs – we want as many children to attend as possible and can offer financial support if needed / some funded places
- Free activities included in the newsletter to keep the children entertained within a budget
- Links to food bank and other resources on our website

The Pupil Premium Strategy on our website details the work we are doing in school to support our pupils