

Whitehill Junior School
Charging and Refund Policy



Charging

The charging and remissions policy of Herts County Council (copy to be found in Primary Policy Guidance) has been adopted by the members of the governing body.

The governors wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parents' ability to pay.

When there are activities organised by the school during school hours involving the need for payment to be made, voluntary contributions are sought from the parents to cover the cost of these activities. No child is excluded from participating in the activities because of non-payment of the contribution. Pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the event will be cancelled.

In the case of activities partly during the school day, and partly out of school hours, charges will be made for the time outside school hours, and for board and lodging on a residential school journey. The head teacher and governors will consider sympathetically cases of genuine financial need and remit charges where appropriate.

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Inability or unwillingness to pay

We are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school hours. If a pupil is in receipt of 100% remission of music fees a charge of £20 per term will be made.

Refunds

In the event of a surplus being made on a school journey a refund to parents will be made of 5% or £5 whichever is greater.

November 2017

Signed

Headteacher

Chair of Governors

Date