



## QUEENS' SCHOOL

*Dare to be Great*

### Charging, Remissions and Refunds Policy

#### 1. Charges *will* be made for :

1. **Activities arranged outside school hours**, including the midday break, ***except*** activities :
  - a) required as part of the syllabus for a prescribed public examination
  - b) provided specifically to meet the legal requirements of the National Curriculum
  - c) provided specifically to meet legal requirements relating to Religious Education
2. **Activities known as 'optional extras'**. These are activities arranged inside or outside school hours, that are not exceptions a, b or c above.

Where an optional extra is being provided a charge can also be made for :

  - a) providing materials, books, instruments or equipment
  - b) support staff costs
  - c) teaching staff engaged purely to provide the optional extra, including supply staff or specialists – sports coach, peripatetic music teacher etc.
  - d) incidental expenses such as photocopying, scanning and laminating
3. **Board and lodgings in relation to residential trips** even if the trip is considered to be part of the national curriculum or takes place within school hours.
4. **Individual instrumental music tuition *unless*** the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student.
5. **Examination Fees** where :
  - a) students are being entered for a non-prescribed examination for which they are being prepared with the parents' agreement
  - b) students are being entered for an examination where there has been private tuition only
  - c) students are re-sitting an examination at the parents' request and they are not being prepared for it at school
  - d) further scrutiny of results has been requested by parents
  - e) examination fees have been wasted by a student failing, without good reason, to complete the examination requirements
  - f) packaging and delivery of exam results and certificates

6. **Ingredients, materials, books, instruments or equipment** where the students' parent wishes to own them
7. **Transport costs direct from home** (not from school) to a place where education is being provided
8. **Damage to or loss of school property** when these are the result of a student's behaviour or carelessness.

## 2. **Charges *will not* be made for:**

1. **An admission application** to the school
2. **Education during school hours** including the supply of materials, books, instruments or other equipment, *except for* :
  - a) Optional extras - *see A2 above*
  - b) Board and lodgings for residential trips – *see A3 above*
3. **Examination fees** for entry to a prescribed public examination if the student has been prepared for it in school – *see A5 above*
4. **Education provided outside school hours**, that meets criteria 1a, 1b or 1c above

## 3. **Voluntary Contributions**

Under the Education Reform Act 1988 parents cannot be obliged to pay for the cost of residential visits or trips, other than the cost of board and lodging, where the trip is considered to be :

- part of the national curriculum,
- part of a syllabus for a prescribed public examination, or
- part of religious education

even if it takes place outside school hours. In this case parents could be asked to pay a voluntary contribution for the costs.

If insufficient voluntary contributions are raised to fund the activity then it must be cancelled and this intention must be made clear to the parents at the outset. All students must be given an equal chance to participate in the activity regardless of whether they make a voluntary contribution or not.

## 4. **School Hours**

For activities take place during *and* partly outside school hours:

- if 50% or more of the time spent on the activity falls during school hours, it is deemed to have taken place during school hours
- if 50% or more of the time spent on the activity falls outside school hours, it is deemed to have taken place outside school hours

*there is a defined basis for determining the percentage allocation of time for residential trips.*

## **5. Remission and financial assistance**

If a family has a low income Hertfordshire County Council may be able to give financial assistance with School meals, music fees, SaverCards and TrainCards. An application for financial assistance should be made directly to Hertfordshire County Council and the school will be able to give further advice on this.

The charge for board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or carers are eligible for free school meals.

Sixth form students may also be eligible for assistance under the 16-19 Bursary award.

In other cases of genuine hardship the school will provide assistance where it has the funds to do so. Parents should contact the Head of House or the School Business Manager in confidence. Each application will then be considered by the Headteacher with regard to :

- previous help offered to that student
- any contribution available from the student's family
- the social and educational benefit to that student of the activity
- the funds available at the time

The parent / carer of the student will be advised of the Headteacher's decision.

## **6. Refunds**

There is no legal obligation upon the school to refund surpluses from school trips where a voluntary contribution is requested, however the school will not use trips to raise additional funds.

If the trip or activity makes a surplus then parents / carer should be offered a refund where the sum involved might reasonably be expected to be refunded. As a guideline the following is regarded as a reasonable threshold above which a refund will be offered :

- any surplus of 5% or more of the contribution per head (rounded to the nearest whole pound below this amount). If the full per head cost was not paid then this should be a proportionate amount.

or • £5 - if this is higher. (i.e. surpluses less than £5 per head will not be refunded)

If the surplus per head is higher than the appropriate threshold, the whole of the surplus is offered. The school

can ask for parental permission to treat any such refund as a contribution to school funds.

Students unable to attend a trip or activity will be given any available refund, subject to :

- The reason for absence from the trip
  - If due to illness or at the direction of the school, refunds may be made
  - If at the direction of the parent / carer, refunds may not be made
- Any insurance claims made and resulting receipts from the insurance companies.

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