

CHARGING, REFUNDS AND REMISSIONS POLICY

HATFIELD PEVEREL INFANT AND NURSERY SCHOOL



Inspiring a Love of Learning

APPROVED BY GOVERNORS: JANUARY 2026

POLICY TO BE REVIEWED: JANUARY 2027

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1.0 AIMS, LEGISLATION AND GUIDANCE

Hatfield Peverel Infant and Nursery School aims to have a clear, robust process in place for charging, refunds, and remissions; this policy clearly sets out the activities that are chargeable, when charges will and will not be made, the management of refunds and the process for claiming remission.

We aim to clearly set out the types of activity that can be charged for and when charges will and will not be made.

We offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities.

The governing body has overall responsibility for approving and monitoring the implementation of this policy but can delegate to a sub-committee according to their terms of reference and the school's financial regulations.

The Headteacher is responsible for ensuring all staff are familiar with the content of this policy and that it is being applied consistently.

Staff are responsible for implementing this policy and notifying the Headteacher of any specific circumstances where they are unsure of that implementation.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

1.1 Definitions

Charge: the fee payable for a specifically defined activity.

Refund: the return of monies previously paid for a specifically defined activity.

Remission: the cancellation of / exemption from a charge that would normally be payable.

2.0 CHARGING POLICY

2.1 Educational visits:

The school:

- will seek voluntary contributions from parents/carers where applicable. We have established a system for parents to pay in instalments.
- will not exclude a child from participating in an activity during the school day on financial grounds.

Where 10% or more of parents decline to make the requested voluntary contribution (their identity will remain confidential), or the contributions shortfall is £50 or more, then the visit or activity may not take place.

3.0 EXTRA-CURRICULAR ACTIVITIES

Curriculum related clubs provided by outside agencies or third parties

When clubs/activities are provided by outside agencies or third parties, it is reasonable that a small nominal charge is made to cover costs incurred by commissioning outside providers. This allows us as a school to offer a much wider range of activities.

If children sign up to such clubs and activities then it is expected that a financial commitment is made for the specified duration of the club/activity. The school will not profit financially from commissioning outside providers.

If children are absent for a particular session/session proportional charge will not be refunded. If the school has to cancel a club or if the supplier does not turn up, charges for that session will be either refunded or an additional session will be provided. All charges are dealt directly with the external provider and these decisions are made by them according to their policies. No financial transactions or administration is dealt with by the school. All responsibilities are with the external provider.

4.0 OTHER AREAS

Other charges that apply are:

- books and materials belonging to the school that a pupil has lost
- books and materials that a parent wishes a pupil to keep after having been advised of the cost
- activities taking place outside school hours that are not
 - part of the school's curriculum.
 - syllabus for a public examination that the pupil is being prepared for by the school.
 - part of the school's basic religious education.
- property damage – each individual case to be decided upon by the Headteacher
 - full repair costs incurred as a result of wilful or reckless damage to school property by a pupil or parent/carer.
 - full recovery of costs incurred by the school as a result of damage caused by a pupil to third party property.

No charge applies:

- for activities taking place during school hours except any of those listed above
- for transport during school hours for school-organised activities except for educational visits as detailed above.
- for activities outside school hours that are part of the
 - set curriculum including sports matches against other schools / academies.
 - syllabus for a public examination that the pupil is being prepared for by the school.
 - school's basic religious education syllabus.
- for admissions.

5.0 VOLUNTARY CONTRIBUTIONS

The school may, from time to time, ask parents/carers for voluntary contributions to the school's general funds in order to assist with the provision of resources to enhance their children's education. There will be no pressure exerted and any contribution will be gratefully received.

Where the voluntary contribution applies to an educational visit or extra-curricular activity, there is no obligation for parents/carers to make any contribution and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay. However, if the sufficient level of total contributions is not achieved, that activity will be cancelled, and any monies already collected will be refunded to the relevant parents/carers.

6.0 DBS CHECKS

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

7.0 REFUNDS POLICY

7.1 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 school 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 school, parental contributions will be refunded, less any initial deposits withheld by the venue.

7.2 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 school, 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.

7.3 Outside of school hours activities - not part of the curriculum, or public examination syllabus or part of the school'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 school, 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 school but has been cancelled by external organisers/tutors/sports coaches, the school 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.

8.0 REMISSIONS POLICY

The Headteacher and Chair of Governors will authorise the remission of charges in all cases.

The school 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 school 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 governing body.