



West Byfleet Junior School

Charging & Remissions Policy

Purpose

The purpose of this policy is to ensure that all children have full and free access to a broad and balanced curriculum. We offer a wide range of enrichment activities; including workshops, day trips, special days and residential visits. We will make every effort to ensure that no child is prevented from participating because of financial circumstances.

Day Trips

1. Costs levied for day trips will represent the actual cost of providing the trip. No profit will be made by the school.
2. Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
3. Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
4. Any monies paid in advance for attendance, will not be refunded if the child fails to attend on the day of the trip, or arrives too late to attend.
5. No child should be prevented from participating in an outing because of financial hardship. Any shortfall will be met by Pupil Premium (where applicable), or otherwise from the School Fund.
6. Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
7. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Policy: Charging & Remissions
Nominated Staff Lead: SBM
Nominated Governor Lead: Business & Safety Committee

Status: Statutory
Review cycle: Annual
Next review date: Spring 2024

8. In the event that a trip cannot go ahead, e.g. in the event of a pandemic and government restrictions are in place, the school will work to either rearrange the trip or seek a full refund. The school cannot guarantee reimbursement for any monies paid.

Residential Trips

1. Costs levied for residential trips represent the actual cost of providing the trip.
2. An initial deposit is usually requested for such residential trips with the remaining cost paid in installments. Once you sign up for the trip and the deposit has been paid, then you are committed to pay the full amount.
3. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and only if the place can be filled by another child, will a refund of the amount less the deposit be paid. If the cancellation is due to illness, a medical certificate will be required.
4. If the school takes the decision to return your child home from the trip for any reason (e.g. health, unacceptable behavior), then the school will not refund in this instance.
5. Once a trip has been paid for, there will be no reimbursement for any child that cannot take part.
6. In the event that the trip cannot go ahead due to events outside the School's control (e.g. pandemic, government restrictions), then the school would seek a refund from either the company providing the trip or try to make a claim against the school's insurance. If reimbursement could not be obtained, then the school will not be held liable to make any refunds. Please be assured that the school carries out all appropriate checks before any bookings are made to minimize any risk.
7. Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
8. Children will be treated equally regardless of the payment made by their parents.

Experiences offered in School

1. Each year group is responsible for providing enhanced learning experiences within school.
2. The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the year who will benefit. The school will subsidise where possible from the school fund.
3. It is not expected that there will be any profit made.

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4. Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
5. No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
6. Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
7. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Music Tuition

- All children study music as part of the normal school curriculum. We do not charge for this.
- There is a charge for individual small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum and we therefore make no charge for the swimming lesson. We do however incur costs, particularly transport costs, which we ask parents to contribute. We inform parents when swimming lessons are to take place, and we ask parents for their written permission for their child to take part.

School Fund

Subsidies from various sources e.g. School Fund, West Byfleet Junior School PTA, Byfleet United Charities (BUC), will be considered to cover deficits. Surplus finance can be used via school fund for the benefit of the children.

Damage or Loss to School Property

Parents may be asked to pay for damage and/or loss of school property, however we do not usually charge for accidental damage to property. We consider making a realistic charge where property has been willfully damaged or where books or equipment belonging to the school has been misused or lost (this includes library books).

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