



**NORTH HERTFORDSHIRE  
STUDIO SCHOOL TRUST**

# **Charges, refunds and remissions Policy**

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## **Charges, refunds and remissions Policy**

**Statutory link** <http://www.legislation.gov.uk/ukxi/1999/2255/contents/made>

### **Statement of intent**

The North Hertfordshire Studio School Trust (NHSST) wishes to ensure that all students are able to join in all areas of life at our schools regardless of the ability of an individual student's parents or carers to pay for such activities.

Charges are not made for activities which occur mainly within normal school hours, nor for any essential material or equipment. In the case of residential visits, parents are asked to pay for the cost of board and lodging, even if they occur mainly during school time, and to make voluntary contributions to cover travel and tuition costs. To enable the Trust to continue to offer a range of activities and outings, parents are asked to make voluntary contributions in certain circumstances:

#### **1. Charges for optional extras**

The Trust has the right to make a charge for optional extras.

In the event of activities organised by the schools during school hours, parents may be expected to pay for individual or group music tuition, the board and lodging element of all residential visits, and activities arranged by a third party such as a travel agent or tour company.

Charges may be made for optional courses or activities which fall wholly or mainly outside school hours. This will not include any activity, which is required by the curriculum syllabus or to fulfil statutory duties relating to curriculum content and delivery. Charges made for such activities may include an element for travel, board and lodging, materials, books, instruments or other equipment, non-teaching staff accompanying as responsible adults, entrance fees to museums, theatres etc., and insurance costs.

These will be on the basis of full costs, and the detailed administration of this will be at the discretion of the School and Academy Principals. The school will inform parents beforehand of the basis for such contributions, and of the arrangements for payment.

#### **2. Refunds**

If after completion of a trip or journey a surplus exists, the money will be applied as follows:

- 1) If the surplus is greater than 5% of the contribution per head, subject to a minimum of £5, then a refund of the full amount of the surplus will be offered to parents.
- 2) If the surplus is less than 5% of the contribution per head or less than £5, the surplus will be placed in the school fund.

### **3. Charging for resources**

Should parents or students wish to own a completed product produced as part of the curriculum, a charge may be made for the cost of materials, ingredients and equipment (or the provision of them by parents). This charge will be subject to parents having indicated in advance that they wish to own the finished product.

### **4. Portable IT Appliances**

At NHSST we encourage students to utilise technology and our vision is for students to access 24 hour learning via portable appliances. Students wishing to take home devices such as iPads, will be expected to pay a deposit for the device and for the insurance cost covering home usage. The deposit amount will be agreed on an annual basis and communicated to parents.

### **5. Remissions**

No student is ever excluded from an activity for financial reasons and there is remission of charges in cases of financial difficulty. Each case is to be judged on its individual merits. Where a residential trip takes place wholly, or mainly, during school hours and where it forms part of the syllabus for a prescribed public examination or the National Curriculum, students whose parents are in receipt of the support payments listed below 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;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by Her Majesty's Revenue and Customs does not exceed the annual limit
- Pupils who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to free school meals
- Parents in receipt of the guaranteed element of State Pension Credit are also entitled to free school meals

### **6. Public Examinations**

No charges are made for entering students for public examinations that are included in our standard curriculum offering. However, an examination entry fee may be charged to parents if:

- The student was not prepared for the examination at the school

- The student has requested to sit an examination, which is outside the standard curriculum offering
- A student fails, without good reason, to complete the requirements of any public examination where the School originally paid, or agreed to pay, the entry fee.

A fee will normally be applied for examination retakes. Further details are available from the Examinations Officer.

## **7. Music Lessons**

The Trust will usually charge the full fee for peripatetic music lessons. The school/academy may decide not to charge fees for particular groups of students, for example those taking additional music lessons who are also studying for a public examination in Music. The Trust will review costs and group exemptions annually, and the school will give a minimum of four months' notice to any parent whose exemption is to be ended.

## **8. Waivers**

Governors expect that parents who volunteer to incur a charge from the school/academy should meet that obligation. In cases of financial hardship, the School/Academy Principal may reduce or write off unpaid debts in accordance with the amounts set out in the Scheme of Delegation.

## **9. Conclusions**

This policy is designed to balance the desire of Governors that every student should be able to participate in all the school's activities with the need to ensure that extra-curricular and voluntary activities are as self-financing as possible.