

**ST VINCENT DE PAUL CATHOLIC  
PRIMARY SCHOOL**



**Charges, Remissions  
and Refunds Policy**

**Mission Statement**

*"We are called to be the hands and face of Jesus as we learn  
love and grow together"*

Reviewed Spring 2016  
To be reviewed Spring 2018  
Reviewed by: Resource Committee

## **The Charges Policy**

It is the policy of our school to charge for the following areas of activity as permitted under the Education Act 1966.

- Board and lodging on residential visits
- Travel costs on residential visits and day trips
- Optional extra activities which take place wholly or mainly outside schools hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required by the National Curriculum, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made. A voluntary contribution will be requested where activities described above take place wholly or mainly within school hours.
- Costs associated with individual tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum
- A contribution will be requested to cover the cost of a pupil's participation on any school trips. The school reserves the right to cancel any trip where the level of contributions received does not cover the cost of any school trip

## **The Remissions and Refunds Policy**

- The charge for the board and lodging costs of a residential visit, where the education and travel on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents/carers qualify for free school meals, as informed by Hertfordshire County Council at the time of payment.

Hertfordshire LA operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from the Hertfordshire Music Centre.

Where an activity makes an unexpected surplus the school will consider making a refund. In accordance with the guidance set out within the HCC Financial Handbook for Schools, St Vincent de Paul Catholic Primary School will make a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person

Surpluses will be reimbursed in 'round amounts' eg, £3 not £3.29.

Where a refund is offered, the accompanying letter will indicate that a surplus of £x per pupil has been made and that if the parent/guardian would like to take advantage of it they should contact the office by a date 'x' weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds. All refunds will be made in cheque format in order to maintain a clear audit trail. Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the School Business Manager.