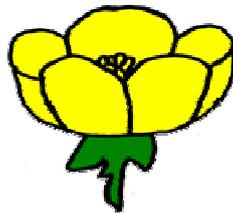


Goldfield Infants' and Nursery School



CHARGING AND REFUND POLICY

(Based on the Financial Procedures Manual and guidance provided in the 'Governors' Guide to the Law')

| | |
|---------------------|--------------------------|
| Committee | Resources Matters |
| Next Review | Spring 2018 |
| Duration | 3 years |
| Approved FGB | Spring 2015 |

Charging

The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution should be voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Refunds

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', Goldfield Infants' and Nursery 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' only, e.g. £3 not £3.29.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x 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 Headteacher.

Where an activity makes a surplus, refunds will be issued by the Financial Secretary in accordance with the school's charging and refunds policy. Any remaining balance is transferred to school funds and is used to support students on future activities.

Where an activity results in a deficit, this will be recharged to the departmental budget or made up from the school's private account according to governor policy.