



Nash Mills CofE Primary School

Charging, Remissions and Refunds Policy

Reviewed: January 2026

Ratified: January 2026

Next Review: January 2027

Introduction

We believe that our pupils should have equal opportunities to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

This charging, remissions and refunds policy describes how we will do our best to ensure a range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of them

The Governing Body's policy is aligned with Hertfordshire County Council's charging policy as stated in the Handbook of Financial Regulations.

We will ensure that the following applies:

1. No charges will be made for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum
- transport provided in connection with an educational trip.

2. Activities for which charges may be requested:

a) Activities outside school hours

- Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Activities during school hours

- Non-residential activities (other than those listed in 1 above) which take place during school hours. These activities are regarded as "optional extras" and voluntary contributions will be sought. The charge will not exceed the actual cost (per pupil) of the provision. Pupils will not be treated differently according to whether their parents have made a contribution.
- Activities provided by a private external company within school hours where the parents have entered into a payment agreement. For example: breakfast or afterschool club or music lessons.

3. Families qualifying for remission or help with charges

In line with national guidance, some activities and visits where charges can legally be made will be offered at no charge to parents in particular circumstances. This will be any circumstance where the Headteacher, on behalf of the Governing Body, considers that the pupil would be disadvantaged as a result of not having the charges waived. This will be on an individual basis and any assistance given will be in the strictest of confidence.

4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances

when voluntary contributions are requested. To this end we will try to adhere to the following guidelines:

- we shall publish information about school visits at the earliest opportunity, within the School Calendar, so that parents can plan ahead
- when an opportunity for a trip arises at short notice it may be possible to arrange to pay beyond the date of the trip
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

When breakages and damage arise from a pupil's behaviour, parents may be expected to pay towards the cost of replacements. Parents would also be expected to pay for the replacement of any library book if damaged or lost.

Refunds

Refer to Section 2.9 in Schedule of Financial Delegation.

It is the School's policy to refund surplus amounts made on any particular activity, if that amount exceeds £4.00 per child unless otherwise stated. Amounts less than this will be absorbed within the school's funds for related expenditure.

DINNER MONEY: Refunds given in accordance with HCL guidelines.

MILK MONEY: No refunds given for milk not taken, as this has to be pre-ordered and is subsidised.

SWIMMING: Children are not refunded for days when they are absent from school as the overall costs are calculated assuming that all children are included. Payment for tuition is payable in advance to these providers.

TRIPS/ SCHOOL VISITS: Refunds made at Head's discretion if absent after payment made, with the exception of any residential visits where the companies' own refund policies are operational.

MUSIC TUITION: Administered directly by Hertfordshire Schools Music Service

OUT OF HOURS CLUBS: Administered directly by club organisers