

# Coloma Convent Girls' School

## Financial Policy and Procedures

### Appendix 10:

### Charges, Voluntary Contributions, Remissions and Refunds Policy



### Approved by:

Board of Governors - 27<sup>th</sup> July 2020

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### Aim

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To work with other schools and the local authority in order to share good practice in order to improve this policy.

### Responsibility for the Policy and Procedure

#### Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equality's legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated the Pupil and Curriculum committee to review this policy and report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

#### Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the governors;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

#### Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
  - for the National Curriculum programme out-of-school hours;
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- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- for the entry to public examination which is on the prescribed list;
- transporting pupils to or from the school premises;
- transporting pupils to other premises where arrangements have been made for them to be educated.

### **Conditions when charges can be made**

Charges can be made when:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment;
- a pupil fails to meet any examination requirement of a syllabus;
- the school has not prepared a pupil for an examination;
- property or equipment has been damaged as a result of a pupil's behaviour.

### **Charging for Optional Extras**

Charges may be levied for:

- optional extra activities if parents are willing to accept a charge for the costs;
- an activity that takes place outside school hours;
  - any activity provided they do not exceed the actual cost of the activity;
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination or part of religious education;
  - the cost of board and lodging on a residential visit;
  - transport provided for any activity;
  - musical tuition that is not part of the National Curriculum.

### **Support for Parents/Carers**

The Governing Body may:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- inform parents/carers that if they can prove they are on state benefits (Income Support, Jobseeker's Allowance, Family Credit, Disability Working Allowance) then they may not be charged board and lodging fees for any residential visit.

### **Remissions**

In cases of hardship the governors authorise the Headteacher, on their behalf, to remit any charge wholly or part charge, which could be levied.

The Governors will expect the Headteacher to use their discretion in the light of circumstances in each case.

## **Voluntary Contributions**

The governors have decided to continue to ask for voluntary contributions from parents/carers, even in cases where no charge can be levied. This will be on the clear understanding that:

- there is no obligation to contribute, and
- no student will be treated differently according to whether or not parents have made a contribution.

The Governors must, however, make it clear that, because of the financial constraints under which they operate, they reserve the right not to proceed with any activity which could not be funded principally by voluntary contributions.

## **Refunds**

Refunds may be able to be given if:

- a child is absent due to illness;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

Refunds will be given if:

- an educational visit/school event has been cancelled due to circumstances beyond Coloma's control (excluding unrefundable deposits).