Charging & Refunds Policy

The staff responsible for the Charging & Refunds Policy are

Mrs S. Bradford Mrs A. Plowman Mrs S. Dowden

The governors responsible for the Charging & Refunds Policy are

The Governors with Responsibility for Finance

Agreed by governors: 10th July 2026

Review Date: June 2027

Charges for School Activities

Legislation allows schools to charge for certain activities that take place both inside and outside school hours. Norfolk County Council has adopted this policy, and our governing body has agreed to follow it and will publish it on the school's website. Schools whose governors adopt the County Council's charging policy may charge for these activities and materials:

Music tuition

Vocal or instrumental tuition that is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent. No charge may be made in respect of a pupil who is looked after by the Local Authority.

Ingredients and materials

Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

Travel:

Schools **cannot** charge for:

- transporting registered pupils to or from school premises, where the Local Authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where arrangements have been made for pupils to be educated;
- transport enabling a pupil to meet an examination requirement when prepared for that examination at the school;
- transport provided in connection with an educational visit.

Board and lodging

Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

Activities outside school hours

A charge can be made for all non-residential activities that take place wholly, or more than 50%, outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips and educational visits

A residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.

For example:

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Schools **cannot** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can ask parents for voluntary contributions towards the cost of:

- any activity taking place during school hours;

- school equipment;
- general school funds.

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Public Examinations

Charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges

Only parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income-Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, that are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter, in confidence, with the headteacher.

Useful Links:

Latest DfE guidelines:
https://www.gov.uk/government/publications/charging-for-school-activities

Refunds

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled and the venue and transport provider make no charge, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing board which is £10 per pupil.