

# Eaton Primary School

An Evolution Academy Trust School

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Headteacher  
Mr Allan Lowe MA(Oxon),NPQH

<b>Policy</b>	Charging and Remissions
<b>Date</b>	November 2016 - 19
<b>Review Time</b>	3 Years
<b>Status</b>	Statutory
<b>Statutory Guidance</b>	Funding Agreement
<b>Approval</b>	Headteacher

This Charging and Refund Policy informs staff and parents about charging and refunds for school activities.

In accordance with these guidelines Eaton Primary School:

Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.

Will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.

May charge for school time activities by inviting parents and others to make voluntary contributions to enable school funds go further. Children of parents who do not contribute will not be treated differently from those who do make contributions

Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.

May charge for board and lodgings on residential courses, except for pupils whose parents are receiving: Free School Meals; The Headteacher will advise parents that they may claim free activities if they are receiving this benefits.

Will not refund any deposits that have already been transferred to the trip provider.

Will make refunds as follows:

If more than one month's notice is given a full refund will be given. After that time the following scale of reimbursement will apply:

4 weeks	75%
3 weeks	50%
2 weeks	25%
1 week	0

Will endeavor to find a replacement and, if successful, a full refund will be made.

May permit organisations to charge parents when such an organisation is acting independently of the school or the Trust, to arrange an activity to take place during school hours and parents want their children to join in the activity.

May charge for activities (optional extras), which happen outside school hours when these activities are not necessary part of the National Curriculum.

Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.