

Broomfield Primary School



Charging, Refunds & Remissions Policy

**This Policy was formally
adopted by Governing Body:**

**October 2025
Review Date: October 2026**

BROOMFIELD PRIMARY SCHOOL

POLICY ON CHARGING, REFUNDS & REMISSIONS

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Voluntary Contributions

For any activity arranged during the school day, apart from residential visits, the following statement will appear on any letters to parents where a charge is being made:

Voluntary contributions for the cost of the visit/activity are invited. No child will be excluded due to inability to pay; however, school visits/activities that are not self-supporting may be cancelled.

CHARGES

The Governing Body reserves the right to make a charge in the following circumstances organised by the school:

School Meals

The charge for a school meal will be set by the Governing Body. All meals taken by pupils who are not eligible for free school meals will be chargeable. There is no charge for pupils who are entitled to free school meals. We ask that all dinner money accounts are kept either in credit, or at a zero balance. Where accounts go into debit, we send reminders to parents/carers to clear those balances.

Breakfast Club

A charge is made for the provision of Breakfast Club set by the Governing Body. We ask that payment is made in advance using the electronic payments system or via childcare vouchers. Reminders will be sent to parents/carers to clear any outstanding balances.

Residential Trips

The full cost to each pupil of the residential activity, including accommodation, transport and entrance fees.

After School Clubs

The school provides additional after school clubs throughout the week. Those provided by staff members are not generally chargeable. Where external providers are used, all charging is processed directly by them.

Music tuition

All children study music as part of the National Curriculum. We do not charge for this. External providers will charge parents directly. We give parents and carers information about additional music tuition at the start of each academic year.

Charging for Information

The Governing Body may make a charge for complying with requests for copies of school policies, schemes and information documents, in line with prescribed charges.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

REFUNDS

If a child is absent from school for any reason and does not attend an educational visit, the transport/entrance cost will not be refunded, when already committed. However, where possible the school will endeavour to recover costs related to that activity, and if successful, will then refund the parent/carer. If a trip is cancelled by the school, voluntary contributions will be refunded.

If a pupil does not attend a residential trip due to illness, the school will endeavour to recover costs through the trip insurance, and if successful, will then pass this refund onto the parent/carer; please note that initial deposits may be retained by the travel company. Where the trip is cancelled by the travel company, the school will endeavour to recover full refunds which, upon receipt, will be passed onto parents/carers. Where the residential trip is cancelled by the school, parental contributions already received will be refunded, less any initial deposits withheld by the venue.

Refunds for dinner money or breakfast club of accounts more than £5 in credit can be made by parents/carers on request.

REMISSIONS

Where the parents of a pupil are in receipt of Universal Credit or other eligible state benefits and live 'In Catchment', the school will seek charitable funding from Woollards, to support the cost of any residential activity that it organises for the pupil, where it forms part of the National Curriculum, should the parent/carer of the child so wish.