

**Garden Fields JMI School, Townsend Drive, St. Albans, Herts. AL3 5RL.**



### **Charging Policy**

All education during school hours is free. All chargeable activities will be notified to parents in advance.

We do not charge for any activity undertaken as part of the National Curriculum with the exception of the following, when parents are asked to make a voluntary contribution towards the cost.

1. When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. If we do not receive sufficient voluntary contributions we may cancel the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any other. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides the information on request. The cost of all adults supervising the children on school trips will be covered by the charge made to the children taking part in the trip.
2. From time to time, parents may be asked to contribute towards costs of Design and Technology resources. (eg. cooking ingredients and other specialist materials). In such cases the end products will become the property of the parents and may be taken home on completion.
3. Occasional subject weeks are organised to take place in school and visiting performers attend to entertain the children. On such occasions, parents may be asked to contribute towards the cost of the event. If insufficient contributions are received, the event may be cancelled

### **Refunds for Educational Visits**

At the end of each visit the surplus or deficit will be calculated from the visit sheet and confirmed against the ledger records.

If the visit makes a surplus, then parents and guardians will be offered a refund where the sum involved per pupil might reasonably be expected to be refunded

As a guideline, if there is a surplus equivalent to 5% or more of the sum contributed, it will be refunded to the parents that paid, subject to a minimum refund of £5 per head.

The school may ask for parental permission in advance of the visit to treat any surplus below a given sum as a contribution to school funds.

Any refunds will be made as soon as possible after the visit.

**December 2016**