



## Fakenham Junior School

# CHARGING / REFUND POLICY 2014

The School may charge for the following:

- Items made by the pupils in Home Economics, Textiles, Design etc according to normal practice, if the items are to be taken home.
- Optional extras outside school hours. These may include travel and lodging etc.
- Board and lodging in ALL cases where a school activity involves pupils residing away from home. If the residential visit is during school hours or part of a prescribed course, pupils, whose parents are in receipt free school meals and income support, will not be charged for board and lodging. [*LEA policy will apply*].
- Residential/Day Visits – Any surplus funds in excess of 10% of the total cost of the visit – Parents to be asked if they would like it to be refunded to them or left in school fund.
- Individual or group musical instrumental tuition, (*which is not part of the full school curriculum*) with prior agreement of the pupil's parents.
- Replacements for breakages, defaced, damaged or lost books or equipment where this is a result of a pupil's behaviour.
- The school will rely on voluntary contributions for various activities, but will not disadvantage any pupil because parents are unable to make a voluntary contribution. However, the school will have the right to cancel any advertised activity if there are insufficient voluntary contributions to cover the cost of that activity.
- Bad Debts – Legal Services to deal on the school's behalf to recover debts.

Reviewed and Agreed by Finance Committee on 11<sup>th</sup> February 2014