

# Sheringham Woodfields School



Sheringham Woodfields School  
Holt Road  
Sheringham  
Norfolk  
NR26 8ND

ANNETTE MACONOCHIE  
Head Teacher

Telephone: 01263 820 520  
Fax: 01263 820 521

STEVE THURLOW  
Chair of Governors

Email: [office@sheringhamwoodfields.norfolk.sch.uk](mailto:office@sheringhamwoodfields.norfolk.sch.uk)  
Website: [www.sheringhamwoodfields.norfolk.sch.uk](http://www.sheringhamwoodfields.norfolk.sch.uk)  
Registered Charity: Friends of Sheringham Woodfields School - 1127142

## CHARGING AND REFUND POLICY

Approved by SMT: 21 <sup>st</sup> November 2024	Approved by Staff: 28 <sup>th</sup> November 2024	Approved by Governors: 12 <sup>th</sup> December 2024
Next Review date: Autumn 2027	Person(s) responsible for review: SBM	

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Norfolk County Council has adopted a policy which Sheringham Woodfields School have approved. Our policy is set out below.

### Music tuition:

Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or 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 may result in a charge (cost recovery). Where possible the school will try and cover these costs.

### Travel:

Sheringham Woodfields School **cannot** charge for:

- Transporting registered pupils to or from school premises, where the local education 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.

### 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 will not exceed the actual cost of booking said arrangements.

### Activities outside school hours:

A charge can be made for all non-residential activities, which 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:**

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 will not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity will be cancelled. Where cancellation of an activity is probable due to insufficient voluntary contributions having been received, families will be made aware of this on the visit paperwork.

**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 (when fully rolled out), 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, which 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 fulfills duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher or School Business Manager.

**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 the activity by an amount pre-determined by the governing body which is £5 per pupil.

**Useful Links:**

Latest DfE guidelines:

<https://www.gov.uk/government/publications/charging-for-school-activities>