



Charging & Remissions Policy

Bernards Heath Junior School

Headteacher: Mrs Hayley Gilbert (Interim)

Chair of Governors: Mr Jeremy Hazelhurst

Reviewed: October 2025

Next review: October 2027

Changes: Added the words 'day trips venue' next to Museum.

Charging, Refunds and Remission Policy

Purpose and Reasoning

The purpose of this policy is to set out the school's charging and refund policy for school activities.

Aims and Principles

The Governors wish to ensure that all pupils have access to all areas of school life, regardless of their parents' ability to pay.

Charging

Calculating Charges

When charges are made for any activity, whether during the day or outside the school day, they will be based on the actual cost incurred, divided by the total number of pupils participating. The principle of best value will be applied when planning activities that incur costs to the school and/or charges to the parents.

The following is a list of additional activities organised by the school, which require either voluntary contributions or payments from parents. This list is not exhaustive;

Voluntary

Coach Travel
D & T – Art Activities Materials
Themed History/Music/Drama Workshop/Visits
Visits to Museums / day trips venues.
Swimming
Cooking
Sporting activities which require transport expenses

Paid

Bikability Course
School Lunches
Outside Provider Extra-curricular
Residential School Journey

Swimming

We do not refund any swimming payments even if your child does not attend, lessons are paid for and booked in advance.

Music

The financial administration for music lessons is undertaken by the Hertfordshire Music Service.

Hirings

We do not usually offer any refunds for hiring's. Hiring's will be invoiced half termly in advance.

Lunches

A credit can remain on the child's account throughout their school attendance. At the end of their Year 6, parents will receive a refund by the school grid.

For School lunches payments should be made on the School Grid to Hertfordshire Catering Ltd in advance or by the direct debit.

Please note if payment is not made during the first two weeks of term, your child should bring a packed lunch from home.

Trips

At the end of each journey or trip, surplus, or deficit should be calculated from journey book or visit sheet and confirmed against the ledger records. If there is a surplus, a refund of a substantial amount (Over £100) will be offered to be divided to parents who have contributed.

The School asks for donations to cover the cost of items such as trips, visiting educational/theatre groups. The school could not provide these experiences without parental donations. We believe that the opportunities we offer enrich the curriculum and provide memorable and exciting learning experiences for your children.

Remissions

The Governing Body may wish to remit in full or in part the cost of the other activities for particular pupils, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence to apply for the remission of charges in full or in part. The Head teacher in consultation with the Chair of Governors will make authorisation for such remission.

The Head teacher and Governors will consider sympathetically cases of genuine need where families may seek help with these charges and will remit those they feel necessary from the school's budget.

Voluntary Contributions

The Governing Body may from time to time amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities that take place in school from time to time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

After School Activities Charging and Refunds

For activities provided by an outside provider that are extra-curricular, the payments and refunds will be managed by the outside provider directly with the parents.

Free School Meals Eligibility

Anyone who is in receipt of Free School Meals, may make an application to the Head teacher for assistance with payment of any of the above mentioned charges. The Head teacher will consider these on a case by case arrangement and may award payment assistance at their own discretion.