




Finance policy

Formally adopted by the Governing Board of:-	Sidestrand Hall School
On:- 12-07-23	
Chair of Governors:- Angela M Wighton	A Wighton
Last updated:-	Oct 19, Nov20, Sept 21, Sept 22

FINANCE POLICY- SIDESTRAND HALL SCHOOL

A) GOVERNANCE

General

1. A list of all governors, their membership of committees and terms of reference are available from the clerk.
2. The governing body meets at least once a term.
3. Committees of the governing body meet at least once a term.
4. The governing body agrees, no later than by the end of term, the dates of meetings for at least the next term.

The Governors

5. The governing body approves the annual budget and the associated policies, eg charging policy, bad debt and redundant equipment policy to be handled by the Finance, Premises and Personnel(FP&P) committee. The FP&P committee will also work through and approve any changes over the academic year. The chair of FP&P committee will report back to the full governing body.
6. The governing body is responsible for the overall direction of the school; it determines the school's spending priorities and evaluates the effectiveness of spending decisions.

The Head teacher and Business Manager

7. The governors delegate responsibility for the day-to-day management of the school to the Headteacher.
8. The Headteacher and Business Manager ensure compliance with the financial regulations in Norfolk's Scheme for Financing Schools.
9. The Headteacher and Business Manager ensure that sound systems of internal control are in place.
10. The Headteacher and Business Manager compile draft budgets ready for finance meetings.
11. The Headteacher and Business Manager monitor the budget on a monthly basis and supply governors (via Governorhub) with monitoring information. Commentary is included in each period end print off from Star Accounts. Commentaries are completed by the Business Manager.

The information for the FP&P committee takes the form of Norfolk's budget proforma, includes committed expenditure and is accompanied by the Headteacher's and Business Manager written commentary.

The Staff

12. Staff comply with financial regulations in Norfolk's Scheme for Financing Schools and any school specific requirements. These are communicated to all staff via the Business Manager as and when necessary.
13. Staff are responsible for any budget whose management is delegated to them. (see Scheme of Delegation -Appendix 1 and Budget Holder responsibilities - Appendix 2)
14. A list of who does what role in terms of finance can be found within Scheme of Delegation -Appendix 1

The FP&P Committee

14. Membership is determined by the governing body and reviewed annually in the Autumn term.
15. The FP&P committee is responsible for amongst other things:
 - agreeing draft budgets for governor approval in time for submission to the LA by 1 May each year

- all financial appraisals
 - monitoring and adjusting in-year expenditure via budget revisions
 - ensuring accounts are properly closed and reviewing the outturn position
 - evaluating the effectiveness of financial decisions
 - ensuring voluntary funds are properly administered
 - Policy review and approval
 - Linking school spending to impact and outcomes for pupils
 - Monitoring ring fenced funding (Pupil Premium, Primary PE Funding, Covid Funding) to ensure its used as intended as set out in the terms of reference for the finance committee.
16. The Headteacher and Business Manager assess the budgetary implications of staffing changes and make recommendations to the FP&P committee.

Expenditure Limits

17. The inclusion of an item in the approved budget plan gives authority to spend, however the Headteacher/Business Manager seeks approval from the FP&P committee (via email if necessary) for any individual transaction in excess of £5000.00
18. The Headteacher authorises virements up to £5000. Above this amount FP&P committee approval is sought. All virements are minuted.

Orders

19. Quotations are obtained or tenders sought for purchases exceeding the limits set out in Norfolk's Scheme for Financing Schools. This is overseen by the Business Manager and any other members of staff who need to be involved in the process (usually the Site Manager)

Minutes

20. Minutes are taken which record the basis for any decisions made and clearly state the decisions themselves. The minutes of all committees are reported to the governing body. Minutes are taken by the clerk to governors and are all stored on Governor Hub.

Register of Business Interests

21. The school maintains a register of business interest for governors and for all staff. The register is maintained and stored in the governors filing cabinet. Declarations of business interests is a standing item on all governor meeting agendas.

B) FINANCIAL PLANNING

1. The school development plan includes a statement of its educational priorities to guide the planning process. The school development plan states the priorities in sufficient detail to provide the basis for constructing budget plans.
2. There is a clear, identifiable link between the school's annual budget and the school development plan.
3. For each of the key issues in the school development plan, costs and other inputs are identified and budgets prepared.
4. The school development plan is reviewed annually to ensure that educational priorities are stated for the next three years and shows how the use of resources is linked to achieving the goals.
5. Resources are identified within the budget to deliver the school development plan's priorities.
6. The school budget is maintained for the current financial year and at least two further years.
7. The budget is based on realistic estimates of all income and expenditure so that planned expenditure does not differ materially from the agreed budget.
8. The budget and cash flow forecast are profiled in accordance with likely spending patterns.
9. In the event of a budget surplus this is earmarked for a future specified use.

10. A record is maintained of all ongoing commitments with explanations of any significant year-on-year changes.
11. Significant new initiatives are appraised by the FP&P committee in relation to their costs, benefits and sustainability.
12. The main elements of the budget are fundamentally reviewed within a five year cycle via the National Spending Review. Benchmarking information helps to identify priorities.
13. The budget cycle is as follows:

Spring Term

- If necessary, the Headteacher and Business Manager will prepare a revised budget for the current year for the FP&P committee to consider at its meeting in the first half of the term.
- The budget revision, once approved by the FP&P committee, is taken to the next meeting of the governing body for governor approval.
- The approved budget revision is sent to the LA by 28th February.
- A draft budget plan for the coming financial year, and at least 2 further years, is prepared by the Business Manager and Headteacher and taken to the FP&P committee meeting in the second half of the spring term. This will form the basis of the committee's recommendation to the governing body.
- The Headteacher and Business Manager submit the approved budget to the LA by 1st May each year.

Summer Term

- The Business Manager and Headteacher prepare a revised budget for the FP&P committee to consider. The revision takes account of the actual balance in hand or overspending for the previous financial year.
- The budget revision, once approved by the FP&P committee, is taken to the next meeting of the governing body for governor approval.
- The approved budget revision is sent to the LA by the end of the summer term.

Autumn Term

- The Headteacher and Business Manager prepare a revised budget for the FP&P committee to consider. The revision takes account of any changes to the school development plan, staffing adjustments.
- The budget revision, once approved by the FP&P committee, is taken to the next meeting of the governing body for governor approval and signed by the chair of governors.
- The approved budget revision is sent to the LA by the end of the autumn term.

C) BUDGET MONITORING

1. The Business Manager produces monthly annotated monitoring reports, which include committed expenditure.
2. The governors receive the monthly monitoring reports via Governhub. The monitoring documents use an enhanced version of the Norfolk pro-forma.
3. The Headteacher/Business Manager identify and recommend to the FP&P committee appropriate remedial action for budget variances.
4. The Headteacher and Business Manager recommends to the FP&P committee how to vire any in-year underspends in excess of £2000.00 (The Headteacher is authorised to vire amounts up to £5000).
5. The Headteacher monitors expenditure on initiatives in the school development plan.
6. Holders of devolved departmental budgets are supplied with monitoring reports on request. The Business Manager monitors devolved budgets and agrees remedial action plans where necessary.
7. The Business Manager monitors the bank account to ensure the school does not go overdrawn. At times where going overdrawn is likely to happen, the school will require an increase in imprest level by NCC Finance.

D) PURCHASING

1. All orders comply with the LA's Standing Orders for Contracts as published in Norfolk's Scheme for Financing Schools.
2. The school demonstrates value for money through competitive tendering when appropriate or by using ESPO or other approved purchasing arrangements.
3. Prior approval of the governors is obtained for any expenditure in excess of £5000. Orders are **never** artificially split to evade this limit.
4. The school will not enter into any "finance lease" and will ensure that any lease entered into is an "operating lease".
5. Three written quotations are obtained for any order whose value is estimated between £5,000 and £20,000.
6. If a quotation other than the lowest is accepted it is reported to governors and the reasons minuted. The Business Manager will ensure a feasibility study is generated in these situations.
7. Contract specifications will contain the following:
 - contract duration and definitions
 - contract objectives
 - services to be provided
 - service quantity and service quality standards
 - contract value and payment arrangements
 - information and monitoring requirements
 - procedure for disputes
 - review and evaluation requirements
8. The official pre-numbered orders are used for all services (where possible) except utilities, rent, rates, petty cash and any payments due under a loan/lease agreement. Any urgent verbal order is confirmed by a written order as soon as possible. Sidestrand Hall School is also aware that there are times that the site manager/business manager will need to make purchases without order numbers. It's expected that initials followed by month and year are used (I.e. MCS0915).
9. Individuals will not use official orders to obtain goods or services for themselves.
10. All orders are authorised by relevant budget holders (see scheme of delegation).
11. The signatory will be satisfied that the goods or services are appropriate and necessary, that competitive tenders have been obtained where necessary and that there is sufficient budgetary provision.
12. Each order placed is entered in the school's financial system as a commitment as and where possible. The current system used is Star Accounts. STAR orders are signed by the Business Manager. The finance office retains a copy of each order and a list of all "open" orders.
13. The school checks goods received against the delivery note and the delivery note is checked against the invoice. The invoice is also checked against the order. Evidence of this is provided by the use of a stamp approved by Norfolk Audit Services. The other checks indicated on the stamps are also carried out. These checks are not done by the person who signed the STAR order where possible. The aim is to ensure reception or site staff sign for all deliveries and check the corresponding delivery notes.
14. Payment is made within the agreed time limits after certification by an approved signatory.
15. We try our best to ensure an invoice is not authorised for payment by the person who signed the order nor by the person who checked receipt of goods/services. However, being a small school, this is not always possible. Payment is only made against the original supplier's invoice and not on a statement.
16. Any grants the school receives will be spent in accordance with the application. The Business Manager will make Governors aware of any grants received and provide feedback of how grants have been spent.
17. Where possible, the school will make payment for purchases by BACS. When following BACS payments, the school will ensure the following (as well as the above):
 - The Headteacher will ensure that the correct staff are assigned the access rights within the banking online system that is appropriate (considering separation of duties) and ensure that these are kept up to date i.e. staff leavers. This will always be signed off by the Headteacher and returned to Computer Accounts.

- Online userids/cards/Pin numbers are specific to named staff and must not be shared with others.
- Each BACS payment batch is signed by 2 authorised signatories and supporting vouchers are made available to the signatories to safeguard against inappropriate expenditure. The BACS creator and BACS authorisers must not be the same person.
- Each BACS payment will generate a remittance document which will be sent to the supplier by email (if possible) to notify them of their payment having been sent.
- The School will adhere to the policies laid down by their banker in respect of online payments and ensure that the data protection act is not breached in regards to holding suppliers bank information.
- Supporting vouchers are made available to each authoriser to safeguard against inappropriate expenditure
- BACS payments will only be made to companies where the BACS details are clearly stated on their invoice or a BACS information request form has been completed and returned. The school will never verbally accept BACS details.

F) FINANCIAL CONTROLS

1. The STAR manual is available to all school staff involved in using the STAR system. Staff keep up to date with training.
2. The Headteacher has secured contingency arrangements to ensure that financial control can be maintained in the absence of key staff (see schools BCP). With two people in the finance office they cover for each other during absence. We have the option to purchase additional support from the LA. There are also 3 signatories within the school, and each cheque requires 2.
3. The Headteacher has due regard to separation of duties in organising financial duties. At least two people are involved in the completion of tasks and the work of one acts as a check on the work of the other.
4. The school maintains proper accounting records. All transactions can be traced from accounting records to prime vouchers and all prime vouchers are traceable in the accounting records. The use of correcting fluid is not allowed. Any alterations to original documents are clearly made in ink and initialled to identify the person making the alteration.
5. Documents relating to financial transactions are retained in line with the LA's recommendations.
6. All records are securely stored and access allowed only to authorised staff.
7. Where there is a requirement to account separately for earmarked funding the Headteacher or other person (as nominated by the Headteacher) ensures this is done and that money is spent on its intended purpose. Earmarked funds will be allocated a unique department code to aid budget monitoring.
8. BACS cards and PIN numbers are to be securely stored when not in use by the named person.

F) INCOME

1. The FP&P committee body approves the school's charging and remissions policy and reviews it annually. The charging policy is available on the school website.
2. Proper records of all income due are kept.
3. The Finance Officer is responsible for ensuring monies collected in school is banked correctly and in a timely fashion.
4. Official pre-numbered receipts are given for cash collected ONLY if requested, except where a collection record card is issued to a pupil for instalment payment for a school trip. Receipts are sent from the online Schoolmoney system. Formal documentation is kept for other income and is filed in the Income file in the appropriate section.
5. Pending banking, cash and cheques are locked away in the schools safe or within a locked office drawer.

6. Income is banked promptly and in full. Paying-in slips show the analysis between cash and cheques and cheques are individually listed. Income is not used for making any payment or for cashing personal cheques. The School banks with the Barclays bank. Banking is collected by G4S.
7. Income recorded in the accounts is reconciled monthly with the bank statements by the Business Manager. Income from pupils is collected and recorded on Schoolmoney by the Business Manager before being prepared for banking by the Finance Officer. Income paid via the cashless system is posted to the STAR accounts by the Business Manager.
8. Where invoices are required, they are issued within 30 days.
9. The school sends a first reminder for any unpaid invoice after 3 weeks, a second reminder after 6 weeks and a final reminder after 9 weeks. Legal action is considered if a further 14 days lapse. Debts are written off only in accordance with the school's bad debt policy.
10. Parents are encouraged to send cash into school in a named envelope. The envelopes are sent to reception in registers and passed promptly to the finance department.

G) BANKING

For official funds, the school banks with Barclays Bank. The bank account name is:
'NCC Sidestrand Hall School - Imprest A/C'

1. Bank reconciliations are completed monthly and any discrepancies resolved. Bank Reconciliations are completed by the Business Manager.
2. The reconciliation statement is signed by the Business Manager and countersigned by the Head.
3. Where possible, the person completing the reconciliation is not responsible for processing receipts and payments and paying the money into the bank.
4. Staff never use their private bank accounts for any receipt or payment due to or from the school budget.
5. The school's banker has been advised that the school is not allowed to go overdrawn or negotiate overdraft facilities.
6. The school is not allowed to enter any loan agreement except with the LA. (This does not apply to loans pre-existing at 1st April, 1999).
7. Each cheque is signed by two authorised signatories and supporting vouchers are made available to each signatory to safeguard against inappropriate expenditure. Cheques are not pre-signed. Only manuscript signatures are allowed. There are currently three active signatories within the school.
8. All cheques are crossed 'account payee'. Cheques are stored securely when not in use.
9. The Head Teacher signs off each banking sheet.
10. Where possible BACS is used to make payments from the main school account.

H) PAYROLL

1. Personnel procedures, including appointments, promotions and terminations are supervised by the Educator Solutions at County Hall.
2. The Headteacher ensures that the duties of authorising any variations to the payroll are separated from the processing of claims.
3. The Headteacher ensures that at least two people are involved in completing, checking and authorising any variations to payroll, whether temporary or permanent, and the payment of expenses.
4. Names and specimen signatures of authorised signatories have been sent to the payroll provider who will be promptly notified of any changes.
5. Only authorised staff are allowed access to personnel records.
6. Arrangements have been made for staff to access their own records. These are at their request, at a reasonable time as agreed with the Headteacher or Headteachers PA.
7. Payroll transactions are processed only through the payroll system; this includes the payment of all expenses and benefits.

8. The Headteacher maintains an up-to-date list of teachers and other staff employed at the school. This is held within the Budget software programme and is amended, as necessary by the Business Manager.
9. The monthly reports on payroll transactions are checked against the source variation sheets (prepared by Heads PA) and the school's budget working papers to ensure they match by the Business Manager.

I) PETTY CASH

1. The Headteacher determines the level of petty cash to be held. This is currently £500.00 maximum.
2. Cash is held securely and access to it is restricted to authorised staff.
3. Payments from petty cash are limited to minor items, up to £25 in value, although in certain exceptional circumstances amounts above this level will be authorised if approved by the Head Teacher/Business Manager.
4. Payments from petty cash are approved by an authorised officer; they are supported by appropriate vouchers (including VAT invoice/receipt where necessary) and acknowledged by the recipient's signature to state that cash/payment has been received.
5. Proper records are kept of payments out of the funds and these are posted to STAR accounts.
6. The petty cash fund is reconciled with the accounting records on a monthly basis by the Business Manager and countersigned by the Head.
7. Personal cheques are not cashed from petty cash.
8. At the end of each period a petty cash control sheet is completed by the Finance Officer. A check is made back to the actual cash in the tin by the Business Manager.

J) TAX

1. The Headteacher ensures that all relevant staff are aware of relevant provisions concerning VAT, tax and the Construction Industry Scheme (CIS) as the LA will pass back to the school any penalties imposed on it arising from an error by the school.
2. Proper VAT invoices are obtained for all transactions involving VAT.
3. The LA's VAT manual for schools gives details of accounting for VAT and is adhered to by the school.
4. All payments falling within CIS are made in accordance with the LA's agreed procedure.

K) VOLUNTARY FUNDS

1. The Strands Charity is accounted for separately from the schools delegated budget and is held in separate bank accounts.
2. For voluntary and Charity funds the school banks with Santander Building Society. There are two bank accounts all named Strands TA Sidestrand Hall School:-
Business Savings Account
Current Account
3. The charity has been registered with the Charities Commission ref number 1043486.
4. The Trustees have appointed a Treasurer - Mrs W Forster, Sidestrand Hall School, Sidestrand, Cromer, NR27 ONH.
5. Educator Solutions audit the voluntary funds.
6. Only income unconnected with the delegated budget is credited to the fund.
7. The Headteacher/Business Manager present the audited accounts to the FP&P and Trustees as soon as possible after the end of the accounting year.
8. Each school fund cheque is signed by two authorised signatories.
9. Strands Charity Shop income is banked weekly by the shop manager and copies of banking slips passed to finance office for posting to the accounts and entering onto Shop income and expenditure analysis spreadsheet and daily takings analysis spreadsheet.
10. Headteacher countersigns bankings sheets and paying in book.
11. STAR accounts are used to administer the school fund.
12. The Business Manager administers the STAR accounts for the school fund.

13. Bank reconciliations are performed monthly by the Business Manager and countersigned by the Headteacher.

L) ASSETS

1. The Business Manager ensures that stocks are maintained at reasonable levels and are checked physically at least once a year.
2. An up-to-date inventory is maintained of all items of equipment using the STAR accounts by the Finance Officer. Those that are portable, valuable and desirable are identified as school property with security marking.
3. The inventory is checked at least annually. The inventory is signed as evidence of the check having been undertaken. All discrepancies are investigated and any resulting in a loss of £100 or more will be reported to the governors. Any loss exceeding £500 will be referred to the Head of Children's Services (Finance & ICT).
4. Whenever school property is taken off site, e.g. musical instruments/computers, they are signed for and the register noted accordingly. The register is held in the Finance Office. Laptops are excluded from this.
5. The governors have approved a policy in relation to redundant equipment.
6. The safes are kept locked and the keys removed and held elsewhere.
7. The school's asset management plan is supervised by the Business Manager and reported to FP&P committee.
8. The school maintains a Donations Register of all donations to the school either in cash or kind. Gifts to staff from parents are not required to be recorded on the register unless over £50 in value.

M) INSURANCE

1. The school reviews all risks annually to ensure that the cover available and the sums insured are adequate. Advice is available from NCC's Risk and Insurance Manager.
2. The governors consider whether to insure against any uncovered risks eg supply.
3. The school will notify the LA/its insurers of any new risks or any other alterations affecting existing insurance.
4. The school will not give any indemnity to a third party.
5. The school will immediately advise the LA/its insurers of any accident, loss or other incident which may give rise to an insurance claim.
6. Insurance will cover the use of school property when off the premises, e.g. musical instruments/computers/access to technology equipment.
7. Insurance is purchased via Norfolk County Council.
8. The School vehicles and Charity Shop are also covered by the same policy as stated in point 7.

N) DATA SECURITY

1. Computer systems used for school management are protected by password security. Passwords are changed periodically.
2. All data is backed up daily and the back-ups stored in a secure fireproof safe in a separate building to server location (Reception office). We also utilise online back-up services for high priority data.
3. The Headteacher has established a contingency plan for recovery from an emergency, i.e. database and finance software available to re-load from ICT Solutions.
4. Only authorised software is installed on any school computer to safeguard against computer viruses.
5. The governors ensure that the Data Protection Commissioner is notified in accordance with the Data Protection Act 2018, and that the school's use of any electronic or relevant manual systems to record or process personal information, and any disclosure of that information, complies with the legislation.
6. The School respects all aspects of the GDPR legislation that came into force in May 2018. The school's Data Protection Officer is The DPO Centre.

O) **REIMBURSEMENTS TO STAFF**

1. Where possible staff will use the available ordering system or procurement cards and avoid buying things for the school.
2. Where staff do make a claim this should be agreed in advance where possible with the budget holder.
3. Claim forms for reimbursement are found in the googledrive. These should be completed in full. Claims will be paid by BACS to reduce the number of cash transactions in school. If the claim is for a small amount this may be reimbursed via petty cash (but due to the fact we do not have a local bank cashing petty cash cheques is not convenient).
4. Reimbursement for travel will always be made via payroll eg for train tickets although these can be ordered direct by the school to avoid this.

Appendices	Document name
1	Scheme of delegation
2	Budget holder roles and responsibilities
3	Charging and remissions policy
4	Policy for payment of Governor expenses
4b	Governors expensive claim form
5	Redundant Equipment Policy
6	Bad debt policy

Charging Policy- Sidestrand Hall School

Charges for School Activities

1.1 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 it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy. The School's charging policy must be described in its prospectus, which can be obtained from the school. It is also a requirement that the School's charging policy is provided on its' website. If your son or daughter's school governors follow the County Council's charging policy, these are the activities and materials for which you will be charged:

1.2 Music tuition

1.2.1 Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

1.2.2 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.

1.3 Ingredients and materials

Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

1.4 Travel: Schools **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 where prepared for that examination at the school.
- Transport provided in connection with an educational visit.

1.5 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 must not exceed the actual cost.

1.6 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.

1.7 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:

1.7.1 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.

1.7.2 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.

1.7.3 Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

1.7.4 Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

1.8 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.

2.0 Remission of charges

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. By law 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.

2.1 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 fulfils duties relating to Religious Education.

2.2 Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

2.3 However the school has taken the decision to use pupil premium funding to support those pupils who may not otherwise be able to afford go on school trips or participate in activities if they are at the time of the trip being organised in receipt of free school meals. Standard trip letters will be used making this clear to parents and giving them the option to have all or some of the trip paid from pupil premium funding.

3 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 that activity by an amount pre-determined by the governing board which is £5 per pupil. Any excesses on school trips and any losses are written off to the trip suspense account.

4 Useful Links:

Learning Outside the Classroom guidance:

<http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

Latest DfE guidelines:

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