



# Charging Policy

## Charges for School Activities

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:

### 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.

### 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.

### 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.

## **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 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.

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 fulfils duties relating to Religious Education.

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

## **Rackheath Bombers Pre-School**

When a child starts at the setting there is no deposit charged. The entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. Packed lunches must be provided for children attending all day and there is no additional charge for lunch/meals. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Funded places are completely free of charge. A charge is made for children who are not yet eligible for funding or for additional hours over and above the free yearly entitlement. Additional hours / sessions will be charged at the current sessional rate where hours are not funded as Early Education by the Local Authority.

For children claiming 2 year old funding, a letter will be sent out to the parent/carer from Norfolk county council with an eligibility number. This letter then needs to be taken into the pre-school with the eligibility number before the setting can start claiming the funding.

For children claiming 3 / 4 year old funding a Parent/Carer Claim Form will be issued each term for parents/carers to complete informing us of the funding entitlement they wish pre-school to claim on their behalf. This form will also be used to calculate any additional hours that parents/carers will be charged for.

When a child misses a funded session due to changes made by the pre-school (e.g. visits resulting in change of time or venue) an alternative session will be offered if possible. Charges for additional services such as trips will be agreed in advance with families.

Fees for the sessions are currently £14.00 per session. Payment would be on a half-termly basis. Please contact the school if paying in this way would prove difficult.

Invoices will be issued at the start of each half term detailing charges and stating the date payment is due. If payment has not been received by this date a reminder will be issued giving a further two weeks to pay and advising parents their child's place will be withdrawn if payment is still outstanding at this second date.

Fees should be paid whether or not the child attends as long as their name is on the register. Refunds will only be made at the discretion of the headteacher and each absence considered individually, e.g. for prolonged illness, hospital stay. No charge is made when absence is due to family holiday provided one month's notice is given. There is no registration fee or retainer fee, deposits are not obtained to secure a place, and there is no charge for late payments, snacks, meals and consumables. This is covered by fundraising and donations and parents would be informed if this needed to be reviewed in the future.

When a child leaves the setting, four weeks' notice should be given in writing.

To be Reviewed: Autumn 2023