



Charging and Refunds Policy

Adopted October 2018

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 brochure, which can be obtained from the school.

Our school governors follow the County Council's charging policy, these are the activities and materials for which you will be charged:

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or 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 school uses Parent Pay to process online payments to the school from parents and, for security and to reduce risk of theft, cash payments for goods and services will only be taken in very exceptional circumstances or where it cannot be processed through the school's payment portal.

Activities outside school hours

A charge will 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 will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

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 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 LEA 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.

Nursery Charging Policy

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.

Clover Hill VA Infant and Nursery School offers 15 hour funded places during term time only. Parents can choose either 5 mornings or 5 afternoons for the child (subject to availability) 8.30-11.30am or 12.30-3.30pm.

The school has 8 spaces for 30hr funded places during term time only. These are allocated on a first come first served basis. Parents must provide eligibility code before the child can start.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families.

The school provides wrap around care from 11.30-12.30 for those children who have a 30hr funded place. This is at a cost of £2 per day and is non-refundable. It must be paid for if a child is absent. All payments must be made through our online Parent Pay system.

The following charges apply when taking a free entitlement place –

- Cost of Lunchtime wrap around care supervision (£2.00)
- Cost of a hot meal (£2.20)

Families are able to supply their own packed lunch.

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.

The following additional charges will be applied –

- Deposits [None]
- Retainer Fee [None]
- Registration Fee [None]
- Late Payments [None]
- Lunchtime wrap around care supervision (£2.00)
- Meals and Snacks [£2.00]
- Consumables [None]

A deposit to secure a nursery place is not charged.

The nursery 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.

No registration fee is charged once a childcare place has been offered.

All fees must be paid for in advance. After non-payment of fees a verbal reminder or text message is given. If fees are not paid within 7 days of the last unpaid session the school can no longer guarantee a place for the child.

If a child is collected late a charge of £8 will be added to the Parent Pay account. This late collection charge must be paid within 7 days.

Refunds Policy

Contributions to an activity will not be refunded if a child is absent for any reason, including illness.

Refunds will only be offered in exceptional circumstances, eg if a school visit is cancelled or if the surplus collected for an activity exceeds the cost of that activity by £5 per pupil. This amount has been determined by the governing body.

Should the amount collected per pupil exceed the governors stated amount, parents/guardians will be offered a refund in writing with a reply slip attached, stating whether they wish to take up the offer or decline it, along with a deadline that the response is required. The letter will also confirm where any surplus will be placed, eg to offset a future visit, and if no reply is received by the deadline the school will assume that the parent/guardian intends for the school to retain the funds.

All refunds will be made via Parent Pay to the parent/guardian involved. No cash refunds will be made.

Signed.....Chair of Governors

Date Approved

Next Review: Nov 2019