



Faldingworth Community Primary School
Normanby-by-Spital Primary School



Fair Acres
Federation
Our values and learning
are stronger together

Charging and Remissions Policy

Adopted: (Date)

Review date:

Signed: (Chair of
Governors)

Signed:
(Headteacher)

The Governing Body is committed to ensuring that all pupils at Normanby by Spital Primary School and Faldingworth Primary School (Fair Acres Federation) receive a broad, balanced and suitably differentiated curriculum. Education at the school is free of charge when it takes place wholly or mainly during school hours. (The lunch break is not considered to fall within school hours.)

In order to support and extend the statutory requirements of the National Curriculum, the school provides opportunities for children to engage in activities such as swimming and educational visits; for these activities to continue the school relies heavily on parental support.

Aims

The aim of this policy is to set out details of the provision and the types of activities for which charges may be made.

Voluntary Contributions by Parents

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary and it will be made clear that there is no obligation to contribute. Schools will inform parents of children eligible for pupil premium funding of any support available to them when being asked for contributions towards the cost of school visits. Charges made to parents must not exceed the actual cost of the activity divided equally by the number of pupils wishing to participate. It must not include any element of subsidy for non payment.

If sufficient voluntary contributions are not received and the school cannot fund it from any other source then the activity may be cancelled.

No pupil will be excluded from a trip because their parents have not contributed. Pupils will not be treated differently according to whether or not their parents have agreed to make a voluntary contribution.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to contact the Headteacher.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account. Excess expenditure will be subsidised by the school fund.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for the education involved in this activity. We inform parents when lessons are to take place, and we ask parents for a voluntary contribution towards the cost of transportation and pool charges and their permission for their child to take part in swimming lessons.

Items for which pupils may be charged

- Individual musical tuition over and above the requirements of the National Curriculum
- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Board and lodging on residential visits

Charging parents for breakages and fines

- Parents may be asked to pay a voluntary contribution towards the cost of replacing broken, damaged or defaced windows, furniture and fittings where this is the result of a pupil's behaviour.
- Parents will be asked to pay a voluntary contribution towards the cost of replacing damaged or lost text books and school equipment where this is a result of a pupil's behaviour.

Charging for School Meals

Our lunches are provided by Good Lookin Cookin.

School lunches are available at no cost for children in Reception, Year 1 and Year 2 and at a cost of £2.40 per meal for all other children; these are booked online and in advance. The onus is on the parents/guardians to ensure that they do not order meals for days when their child is not to be in school due to holidays or school trips. **Refunds will not be given** where a meal has been ordered but not taken because the child is not in school. It will be up to the parent to inform Good Lookin Cookin if this is the case, the office staff will not check to see if meals have been ordered. In the event of sickness, a refund will not be given for the first day of sickness as the meal will have already been prepared. However, if your child is to be off for subsequent days the onus is on the parent to let Good Lookin Cookin know and they will cancel meals for these days.

After School Club

Various After School Clubs run throughout the school term. They may be chargeable; if a charge is to be made payment will be requested in advance.

Pre-School Fees (Normanby by Spital School only)

Fees are charged at £12.00 for a morning session, £4.00 for a lunchtime session and £10.00 for an afternoon session. Sessions run from 9:00am-12 noon, 12 noon to 1.15pm and 1.15pm to 3.30pm Monday to Friday for 38 weeks a year. Eligible children may be entitled to up to 15 hours free per week on completion of an Early Years Funding Form. Some 3 and 4 year olds may be eligible for up to 30 funded hours. Without a completed Funding Form the school is unable to claim for funded hours; if a parent/carer does not complete a form sessions will be chargeable at the above rates.

Please check with school to check when your child will become eligible for funding; funding is not available as soon as your child is 3 years old.

Fees are payable termly, in advance using the 6 term school year. Charges will be made for sessions even when a child is absent through illness or holiday. Charges will not be made for sessions when the pre-school is closed due to circumstances beyond our control e.g. extreme weather, flooding etc. We are aware of the fees charged at other local settings and remain competitive.

Policy Review

This is a working document and will be amended when changes to practice are made.

