

Strive Think Act Respect Shine

Through our curriculum we teach our Christian values: courage, friendship, peace, forgiveness, thanks and truth so that our children are prepared spiritually, morally and culturally for life in modern Britain.



Charging Policy

**The Governing Body of
Norton Church of England Primary School**

This policy is reviewed annually
Date updated: January 2025
Next review date: January 2026

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PURPOSE:

This Charging Policy informs staff and parents about charging for School activities, which remissions will be implemented, and the circumstances under which voluntary contributions will be requested from parents. It conforms to the requirements of the 1996 Education Act (section 457).

RESPONSIBILITIES

The Governors, in consultation with the Head, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

LEGAL REQUIREMENTS (RELATED DOCUMENTS)

Following the requirements of the Education Act of 1996, no charge will be made for books, materials, equipment and instruction in connection with the national Curriculum or Statutory Religious Education taught at School, except where parents have indicated in advance their wish to purchase the product.

CHARGEABLE ACTIVITIES

Residential Trips - Costs of a visit can include elements for: travel, board and lodgings, entrance fees and insurance. Each child will be charged for the cost of his/her own part of the visit.

Swimming – a charge is made for swimming lessons at Tewkesbury School Swimming pool. The amount requested will be adjusted annually in line with actual costs.

Before & After School Club – See terms and conditions in appendix 1

Norton Little Learners – See pricing policy in appendix 2

Parents must agree to charges before the child undertakes the activity.

REMISSIONS

Some remission of charges will be considered by the Head Teacher and Governors for pupils who are 'Pupil Premium' and Pupil Premium Plus'.

VOLUNTARY CONTRIBUTIONS TRIPS AND ACTIVITIES

Voluntary Contributions are requested from parents for school activities in or out of school time which can only be provided if there is sufficient voluntary funding. If a particular activity cannot take place without some help from parents, this is explained to parents during the planning stage. No pupils shall be excluded by reason of inability or unwillingness to make a voluntary contribution.

It may be necessary to state that the activity will not take place if parents are reluctant to support it. Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear:

a) that there is no obligation to contribute; and

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b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions. A request for a contribution towards the cost of a particular activity could, for example, include the cost of subsidising pupils from low-income families, or the cost of travel for accompanying adults. Alternatively, parents could be asked to contribute towards part of the cost at the time of the visit or activity, and the rest could be met from the proceeds of general fund raising events.

DAMAGED OR LOST SCHOOL PROPERTY

Parents are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children.

SCHOOL FUND ACCOUNTS

An annual account will be prepared by the clerk to the Governors and audited by auditors approved by the Governing Body. This will be reviewed by the Resources Committee and approved at a full Governing Body meeting.

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APPENDIX 1

Terms and Conditions

Before and After School Clubs

In order that we can provide a safe and well organised club there are a few important points that **MUST** be adhered to:

- You **MUST** inform the school of the sessions your child will be attending prior to the start of a new term by completing a booking form (download from the website or collect from the school office).
- We may not be able to offer emergency bookings due to staff ratios.
- If you wish to cancel a pre-booked session, please notify the school by phone or email at your earliest convenience.
- A late fee of will be charged for each 15 minutes thereafter. ***If you are late on 3 occasions within a school year, the after school club will no longer be available for your child/ren for the remainder of that year.***
- Children attending a school run club will be taken to the After School Club when their club finishes. The whole session cost still applies.
- Registration of children will be similar to that of the school register - if your child is unable to attend, we must know as soon as possible as safeguarding is of utmost importance.
- A member of staff will sign your child in and out for before and after school club The school behaviour expectations and the school policies still apply.

Age

- 3 – 11 years old children who are attending Norton Primary School or Norton Little learners.

Hours

- Before School - 8:00am until 8:45am, Monday to Friday (no breakfast is provided)
- After School -3:15pm until 5pm, Tuesday and Wednesday, 3:15pm – 5:30pm Monday and Thursday (please provide a snack).

Charges –

- Before School Club -- £1.71 per session
- After School Club until 5pm -- £5.09 per child per session
- After School Club until 5:30pm -- £6.32 per child per session
- Late Fee -- £6.44 per 15 minutes

Invoice

- Payment is required on receipt of an invoice. Invoices will be sent out at the beginning of each month for the previous month. If an invoice remains unpaid you will not be able to use this service until payment has been received.

We pride ourselves on offering extended services whilst striving to keep our prices low, as this remains a non-profit making service. The charges will be reviewed again Autumn 2025

APPENDIX 2

Pricing Policy for Norton Little Learners

Funding – Early Years funding entitlement for 3 & 4 year olds

Norton Little Learners is registered to take part in the Early Year funding entitlement for 3 & 4 year old Funding scheme.

Parent/carers declaration forms are issued at the beginning of the autumn, spring and summer terms. It is parents/carers responsibility to complete and return the declaration form by the required date. Parent/carers could incur costs if declaration forms are received after the required date.

A headcount form is completed and submitted to Gloucestershire County Council by the required deadline. If children join, leave or adjust their funded hours during a term it is the parents/carers responsibility to complete the correct paperwork. The headcount form is amended and re-submitted.

Funding is calculated and invoices are produced in accordance with sessions attending. Invoices must only show the number of funded hours claimed, not the financial value.

Age

- Pre-school children from 3 years old.

Hours

Ours sessions run Monday to Friday (term time only) between:

- 8:45am - 11:45 Monday to Friday
- 11:45am - 2:45pm Monday to Friday
- Full day 8:45am - 2:45pm Monday to Friday
- There is an option for children to stay an extra 30 minutes until 3:15pm (this helps with collecting children that attend the school). Additional charge applies.

Charges

- Full day: £38.34 (6 hours)
- Session: £19.91 (3 hours)
- Hourly: £6.88
- Late fee: £4.35 per 15 minutes
- Snack: 37p per day
- After school club: £1.66 (3:15pm – 3:30pm when using the After school club)
- Extra 30 mins (2:45-3:15pm): £2.84

Prices will be reviewed Autumn 2025 for January 2026.