

**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 2022  
Next review date: January 2023

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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 for 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:

- At the end of the prior term you must inform the school of the sessions your child will be attending for the following term by completing a booking form (download from the website or collect from the school office).
- The only exception to this is an emergency booking whereby you **MUST** phone the school at your earliest convenience. Please note: We cannot guarantee the after school facility until 5:30pm for emergency bookings.
- If you wish to cancel a pre-booked session, please notify the school at your earliest convenience.
- A late fee of £5.41 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 safety is of utmost importance.
- A member of staff will sign your child in school for the before school club
- A member of staff will sign your child out of the after school club.
- The school behaviour expectations and the school policy still apply.

#### Age

- 2yrs 9 months – 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 available)
- After School - 3:15pm until 5pm, Monday to Thursday (Please provide a snack)

#### Charges

- Before School Club – £1.43 per session
- After School Club until 5pm – £4.28 per child per session
- After School Club until 5:30pm – £5.30 per child per session (**not currently available**)
- Late Fee – £5.41 per 15 minutes

#### Invoice

- Payment is required on receipt of an invoice. Invoices will be sent out at the beginning of each month charging for the previous month.

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 January 2023.

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## **APPENDIX 2**

### **Pricing Policy for Norton Little Learners**

#### **Funding - Free for 3 & 4**

Norton Little Learners is registered to take part in the Free for 3 & 4 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 the declaration forms received after the required date. It is parents/carers responsibility to complete an amendment form if they wish to increase or decrease hours.

A headcount form is completed and submitted to Gloucestershire County Council by the required deadline. If children join, leave or adjust their hours during a term, the headcount is amended and re-submitted.

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

#### **Age**

- Pre-school children from 2 years, 9 months.

#### **Hours**

Our sessions run Monday to Friday (term time only) between;

- 9am-12am Monday to Friday.
- 12noon-3pm Monday to Friday
- 9am – 3pm Monday to Friday

#### **Charges**

- Full day: £32.19
- Session: £16.71
- Hour: £5.78
- Early drop off fee: £1.40 (8:45-9am)
- ASC fee: £1.40 (3-3:15pm)
- Late fee: £3.65 per 15 minutes.
- Snack: 31p per day