



## Dereham Church Infant and Nursery School

### Charging and Refunds Policy

March 2023



#### **Status**

Statutory

#### **Purpose**

*We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means. This charging and refunds policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.*

#### **Relationship to other school policies**

The policy complements the school's Single Equalities Scheme, Teaching and Learning policy and Offsite Visits policy.

#### **Roles and responsibilities of Headteacher, other staff, governors**

The Headteacher, staff and governors will ensure that the following applies:

#### **EARLY YEARS FUNDING - NURSERY**

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.

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.

Dereham Church Infant & Nursery School currently provides 30 hours childcare provision, 15 hours of this is fully funded as Early Education by the Local Authority. Some families may be entitled to a further 15 hours funding and in this instance this can be used at our setting.

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 or consumables.

Should your child stay at the setting all day then a packed lunch will need to be provided from home.



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Invoices for non-funded sessions will be issued monthly in advance with a payment terms of 7 days. Payments can be paid by bank transfer, cheque or cash. A deposit is not charged.

A payment reminder letter will be sent out if payment is later than seven days, should payment not be received by the end of the month then the child's place will be terminated. If you are struggling to pay the invoice we recommend you contact us as soon as possible and we can help you to arrange a payment plan.



Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays.

Should you wish to terminate the non-funded sessions we require written notice two weeks in advance.

If we need to increase our charges, we will inform you in writing and give you one month's notice.

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

#### **No charges will be made for**

-  Cost of Meals and Snacks
-  Consumables

#### **MAIN SCHOOL**

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.

#### **1. No charges will be made for;**

education provided during school hours (including the supply of any materials, ingredients, books, instruments and/or other equipment)

education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education

tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school

education provided on any trip that takes place during school hours



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### 2. Activities for which charges may be made

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, ingredients, and/or equipment, where a parent wishes their child to own them.	For example, a clay model – a charge to cover the cost of the clay <b>made in school with the PTA</b>	
Charges will/may be made for <u>music tuition</u> - vocal or instrumental, which is not part of the syllabus, and/or provided at the request of the parent.  No charge will be made in respect of a child who is looked after by the local authority.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	
Charges will be made for books that have been lost when taken home eg. A reading book that has not been returned after two school weeks.	A cost <b>of £5</b> will charged for each book that is not returned to school.	

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

### 3. Voluntary Contributions

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. If we receive insufficient voluntary contributions, we may cancel a trip. All contributions for external visits and visitors to school will be requested two weeks prior to the visit. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

**If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.**

**Where a child is entitled to pupil premium, the cost for that child will be paid for out of this fund.**



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The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Educational Visits – local, that require a bus

#### **4. Refunds Policy**

The full contribution to an activity will be refunded if a child is absent due to illness. If a trip has to be cancelled parental contributions will be refunded.

#### **Arrangements for monitoring and evaluation**

**The Governing body will monitor the impact of this policy.**

This policy will be reviewed annually.