



Kinsale Infant School **Charging Policy**

• **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. Kinsale Infant School has adopted the Norfolk County Council policy.

If your child's 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.

Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

• **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.

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should

be cancelled. We will make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

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 Universal Credit, 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 LA 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 head teacher.

- **Refunds**

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled and the venue and transport provider make no charge, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing board which is £5 per pupil.

Where contributors have paid for a trip and not attended through sickness, refunds may be given at the discretion of the head teacher. This will be assessed on an individual basis.

Breakfast Club

- All parents / carers will be charged in arrears every calendar month (invoices through Star Accounts will be emailed).
- Bacs payment is requested.
- The Bad Debt policy will be followed if a debt is unpaid, and NP Law will be used when necessary.
- All parents / carers must pay for the sessions booked, even if the child is unwell, on holiday or absent for another reason.
- If the club is closed due to school having to close (poor weather, no heating etc), parents / carers are charged 50% of the cost per session they have booked.
- One month written notice must be given to change or cancel a regular booking.

Date: Nov 2020

Due for Review: Nov 2021

Agreed by Governors: 9.11.20