Charging and Refunds Policy

Name of school:	Poringland Primary School and Nursery
Date of Policy:	September 2026
Next Review:	September 2028
Members of staff Responsible:	Senior Leadership Team

Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours.

The F7 Cluster of Schools has adopted the Norfolk County Council 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 any size, provided that the size of the group is based on sound pedagogical principles.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- **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.

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.

Charging for Nursery

Nursery provision will be offered for all children aged 3+, from the start of term after their third birthday (in accordance with the Nursery Admissions Policy) and will be offered term-time only. The Nursery provision **starts three weeks into** the start of the school year in September. Each of those children is eligible for 15 hours of free childcare and parents wishing to access the 30 hours free childcare entitlement from September 2022 will be able to apply via the online Childcare Service: https://www.childcarechoices.gov.uk/ for a code to give to Poringland Primary School and 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 funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

The entitlement place 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.

Funded hours can be taken solely or partially here. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. Those who choose to use their free nursery hours elsewhere may use the nursery for sessions, but by paying school directly for these. Parents/Carers may book either a morning or an afternoon session plus the lunch half an hour, or a full day (8:30 to 3:00).

Any hours above and beyond the funded amount must be paid for, whether or not the child attends a particular session. Payment must be made by the half term point of any term. If you are unable to pay our charges, please speak with our Headteacher to discuss the alternative options available. Invoices for Nursery fees will clearly show which sessions are funded and which are charged, and the rate charged.

Additional hours including those not funded by the local authority will be charged at the current hourly rate of £5.00.

If families choose for their child to attend during lunchtime, they must provide a packed lunch for their child for these sessions.

We do not charge a deposit, retainer fee, registration fee, late payment or late collection charge or make a charge for consumables.

No additional charges outside those mentioned in this policy will be applied to nursery-aged children, other than for school and nursery trips or visitors by agreement with parents.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 2 weeks' notice in writing using the Nursery Withdrawal Form available on the school website or by contacting the school Office. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

Our fees are reviewed annually in January. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with the Headteacher.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement is formalised.

Remission of Charges

Some parents may be 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 is at the Headteacher's discretion.

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.

Voluntary Contributions

The school cannot charge for education provided during school hours (including the supply of materials, books or other equipment). However the school can ask for voluntary contributions for the benefit of the school or any school activities.

- The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.
- No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.
- The school must make it clear that, if insufficient voluntary contributions are collected, the activity may be cancelled.
- The school will make it clear at the outset what their policy for allocating places on school visits will be.

Refunds

School Trips

If a child is unable to attend a school trip due to illness, a refund can only be made, if another child is able to attend the trip in their place, or a refund can be claimed by the school under the terms of the insurance/Provider

Music Lessons

Refunds for music lessons will be made if the minimum agreed number of lessons are missed due to the absence of the music teacher or closure of the school. Refunds will not be made if the child is ill or on holiday.

School Dinners

Refunds will be given for school meals if notification is received within forty five minutes of registers opening on the morning of the cancelled meal.
Refunds are made via Scopay.