

# Charging Policy

The Governing Body of Sparhawk Infant and Nursery School recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. There are separate policies for breakfast club and nursery fees.

## **Charges for School Activities**

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. The Governing Body has adopted the Norfolk County Council recommended Charging Policy.

## **Ingredients and Materials**

Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished article.

## **Residential Trips**

Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge will not exceed the actual cost.

## **Activities Outside School Hours**

A charge can 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 can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity. This applies to after school clubs and activities. Residential trips are deemed to take place outside of school hours if the number of "missed" school sessions is less than 50% of the number of half days taken up by the trip.

## **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.

## **Voluntary Contributions**

There are occasions in the school year when an activity or visit may be planned to enhance the curriculum delivery. 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 and do not exceed the cost of the trip. If a parent wishes for their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution the child will still participate fully in the trip or activity. The cost may be subsidised by a contribution from School Fund or FOSSA. If the school receives insufficient contributions from parents and there is no funding available from the School Fund or FOSSA the trip or activity may be cancelled.

## **Remission of Charges**

Only parents who are in receipt of Universal Credit (when fully rolled out), 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 directly levied 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.

There are a number of charities that parents can apply to for a grant towards the cost of educational visits and music tuition. Parents who have difficulty in meeting any charges should discuss the matter in confidence with the Headteacher.

## **Refund Policy**

A full refund of any voluntary contribution or club payment will be given if a child is unable to take part in the activity due to illness or a medical appointment unless the club, school trip or activity is run by an outside provider who will not offer a refund for a child's absence. Residential trips are covered under NCC's travel insurance.

**Revised July 2021**

**Next Review July 2022**