ST NEOT PRIMARY SCHOOL AND NURSERY

CHARGING POLICY

Nursery Charges

3 year old children who attend nursery are entitled to 15 hours per week funding. 2 year old children are entitled to funding if their parents are in receipt of specific benefits. For those 2 year old children who don't receive funding and 3 year olds who attend hours beyond the 15 hour entitlement an session rate will be charged and parents/carers invoiced monthly. A 10 day period is given to settle the invoice, after this a reminder will be sent and a 10% charge added to the original charge.

Charges for pupil activities

No charges will be made for any education whether inside or outside of the school if that education is part of the National Curriculum or Religious Education.

The school may charge for out-of-school activities which provide optional extra-curricular activities. This charge may be for taking part in activities (such as externally provided football clubs) or for being entertained (such as at concerts or plays). The focus of school activities will be on those that directly benefit school pupils, parents or staff, but some activities may be able to generate additional revenue for the school, e.g PTA events, tickets for performances. Where the activity involves an additional cost for materials, equipment or ingredients then the parents will be told in advance and invited to make a contribution.

Visits – non-residential

Parents or carers will be asked for a voluntary contribution necessary to fund the visit. However, attendance will not depend on payment. Pupil Premium children can be subsidised for some visits. If insufficient funds are collected, the school reserves the right to cancel the visit and parents are advised of this on the permission form.

Visits – residential

Parents or carers will be asked to pay full costs for such visits. except those parents in receipt of pupil premium. Pupil Premium children are subsidised**.** Deposits are non-refundable.

Special events in school hours

Occasionally, parents may be asked for voluntary contributions to help fund special events, but attendance at the event will not depend on payment. However, if insufficient contributions are received, events may be cancelled.

Instrument tuition in school

Parents or carers are required to pay for the costs of instrument tuition. Parents or carers are required to pay for examination fees. Children in receipt of Pupil Premium may be eligible to receive subsidised lessons.

Photocopying

The school may charge an appropriate sum for any use of the photocopier which is outside normal school usage.

Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Governing Board may decide it is right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Charges for community use of the school site

General

All requests to use the school site should be addressed to the Headteacher of the school who will be responsible for accepting or refusing that booking, but will consult with the Chair of Governors for any request which is for a regular use of the site over more than four weeks.

The site may only be used for educational, social and cultural purposes.

The school and the Local Authority will not be liable for any loss or damage to the hirer or their property or any person or persons admitted to the premises by the hirer.

The Local Authority requires the hirer to make good any damage caused during the period of the letting. No smoking is allowed on the site.

It is recommended that hirers should have Public Liability Insurance, and this is a condition of booking for any hirer who charges participants for the activity.

Fees

The Headteacher and Chair of Governors will decide on the fee to be charged for each event or series of events.

Generally, events which involve the school's pupils will be either free or at low rates to encourage such events to take place.

Events which involve local organisations will be charged at a minimal rate, but one which ensures that the school is reimbursed for any extra expenditure, such as heating and cleaning.

Events run by outside organisations for profit, will be charged at such a rate that the school gains financially at the discretion of the Headteacher.

All organisations must complete the relevant agreement forms before consent is given.

Breakfast and After Schools Clubs

Parents or carers will be invoiced for sessions taken at the advertised costs. Pupil Premium children are entitled to 2 free after school club sessions per week.