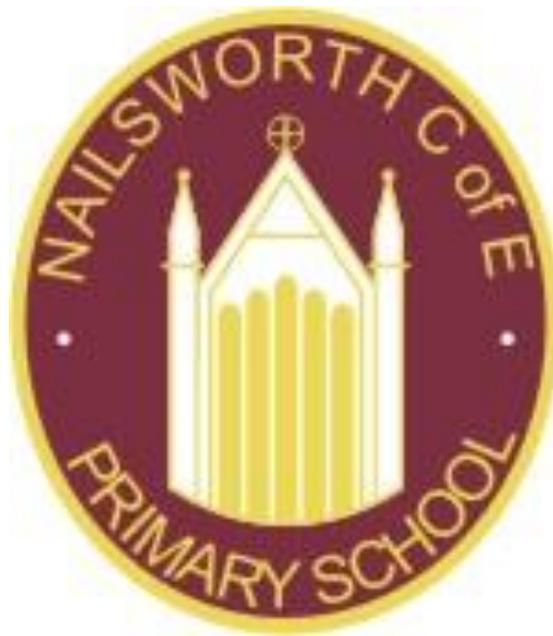


Policy Statement for

Charging

Cross reference with Publication Scheme, Freedom of Information policy, Off site visit policy and Complaints policy and Attendance policy. Should also be read in conjunction with the Pupil Premium report and the Sports Premium Funding annual report (available on website)



Change History	Summary of Key Changes
Dec 2014	Updated to new format
April 2016	Section 6 updated
July 2019	Updated to add school dinners and external providers of clubs
Jan 2021	Governor review, Appendix 2 (Jigsaw) added

1. Introduction

This report should be read in conjunction with the pupil premium report and the sports premium funding annual report, both of which are available on Nailsworth C of E Primary School website.

All education during school hours is free. We do not make mandatory charges for any activity undertaken as part of the National Curriculum.

2. Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. 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. The voluntary contribution requested is calculated by the cost of the trip and travel, divided by the number of children in the class. Any shortfall is made up by School Fund account.

Payment of the voluntary contributions should be made, ideally a week before the school trip, to enable us to make a decision whether the trip should go ahead. Parents who have made a commitment to pay must honour this agreement, as non-payment will put pressure on the school funds (appendix 1) and the decision for the trip to go ahead may have been different had we known.

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. Some parents choose to use their Pupil Premium funding to pay their contribution. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities.

3. Swimming

The school organises swimming lessons at Stratford Park **Leisure Centre each week**. Each class from Year 1 upwards may be offered a course of swimming lessons which usually lasts for a term (Year 1 and 2 swim for half a term each). The total cost of swimming, including the pool, instructors and travel,

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Review Frequency	Two Years	Updated	Jan 2021
Version	3.0	Date ratified by Governing Body	Jan 2021
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Review Author	Sarah Edwards	Published on Website	Yes

is divided between total number of pupils in the class. Voluntary contributions are requested from the parents to cover the whole cost, but if parents are unable to pay then children are not denied the chance to swim (this is a whole class activity). Some parents choose to use their Pupil Premium funding to pay their contribution. Any shortfalls are covered by school fund (Appendix 1).

4. School Dinners

The school cooks daily fresh, non-refined sugar lunches. The meals may be ordered each day and paid for via the online School Pay system.

There currently exists free meals for all children up to the end of Keystage 1 and those who are in receipt of Free School Meal benefits in Keystage 2. Please talk to the School Office if you feel you may be entitled to Free School Meal benefits.

We request that parents stay in credit with their School Dinner accounts.

5. Afterschool Clubs

The school arranges a large number of “optional extra” afterschool clubs that the children can attend ie Football, Cricket, Cookery etc.

a) Clubs provided by school staff – The majority of these clubs are provided free of charge. However, where a nominal cost is incurred ie Ingredients for Cookery Club, a nominal fee is charged to the parents. Some parents choose to use their Pupil Premium funding to pay their contribution.

b) Where school has arranged for an external provider to run a club there may be a charge for the club. School will let parents know the procedure for paying for the club at the time their child signs up.

6. Extended School Services

The school provides a Breakfast Club and an Afterschool Club called Jigsaur. The Service is self-funded by parents whose children attend the club. Parents are charged on a monthly basis for booked / ad hoc sessions. Appendix 2 provides a copy of the booking/charging form. Some parents choose to use their Pupil Premium funding to pay their contribution, however this is limited to a maximum of £6 per week for regular bookings i.e., 3 breakfast sessions or 2 afterschool sessions (first hour only).

7. Residential visits

The school usually organises residential visits for Year 5 and Year 6 pupils. The total pupil cost of the trip is divided by the total amount of pupils who will be attending; this includes travel costs, accommodation, food costs. All parents who agree to their child attending are liable for the cost. Any costs incurred by staff will be paid by School Fund (appendix 1). Pupils who are on the Ever 6 list may be able to access financial assistance from the Pupil Premium Fund. Other pupils who are facing financial problems may be offered financial assistance i.e. grant applications, reduced instalments etc.

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8. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers and are invoiced either direct to parents or via the school. Pupils on the Ever6 list are entitled to financial assistance from the Pupil Premium Fund for peripatetic music lessons. Musical instruments may be hired directly from Gloucestershire Music.

9. Lettings

Lettings are handled by the Business Manager of Nailsworth C of E Primary School.

All booking information can be accessed through the School Website: Facilities and Hire.

Information regarding the Standard Conditions for Hire, the Agreement for Hire and the Information for Hirers as well as the Booking Form can be found on this site.

10. Payments and Debts

Payments for large expenses, such as residential trips, are requested in instalments and a payment card is issued well in advance to assist parents with budgeting. Full payment (or a signed agreement to pay – agreed with Head Teacher) must be received before the residential trip goes ahead.

Once the school has received a completed slip from a parent confirming their commitment to pay the relevant charge (for swimming, class trip etc), the school will chase for the payment if not received.

If the payment has not been received by the end of term, an invoice is issued to the parent which requires payment within 28 days.

Non-payment of an invoice will be referred to the next Governors Resources meeting to decide on the next course of action i.e. small claims court.

11. Penalty Notices

Information about Penalty Notices resulting from unauthorised school absence can be found in the school Attendance Policy. The Penalty Notice code of conduct can be found at:

<https://www.gloucestershire.gov.uk/media/18443/pdf-pn-code-of-conduct-311017.pdf>

12. Other charges - Information requests

This policy should be read in conjunction with the Freedom of Information policy and the Publication Scheme. Charges are detailed within our Publication Scheme for information that is requested from the school in hard copy.

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13. Monitoring and review

This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

Appendix 1

School Fund

Nailsworth School raises funds using a wide range of activities such as school trips, fund raising events, donations and contributions received, also through the Parent Teachers & Friends Association (ie tuck shops and sale of school uniforms). The objective of these funds is to support the school's broader activities. The school fund provides additional materials and opportunities to enhance children's learning experiences over and above those provided by the school's delegated budget. The school's governing body has ultimate responsibility for these funds.

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Appendix 2

Jigsaw Booking /Charging form

Academic Year 2020/21

Registration Form for Jigsaw Breakfast and Afterschool Club at Nailsworth CofE Primary
School Office - 01453 832382

Child(ren)'s Name(s):

Class(es):

Name and Contact number of main carer:

Start Date:

End Date (if required):

I confirm that I require the requested sessions to continue until further notice (please tick)

Weekly demand	Monday	Tuesday	Wednesday	Thursday	Friday	Total Sessions
Breakfast 7.40 to 8.40						
After school 3.15 to 4.15						
After school 3.15 to 5.45						

Summary of costs:

Breakfast at _____ sessions per week (£2 per session) is £_____

After School at _____ sessions per week (£3 per session) is £_____

3.15 to 4.15

After School at _____ sessions per week (£7.50 per session) is £_____

3.15 to 5.45

Total per week £_____

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I understand that I am committing to the above schedule and will pay the full amount regardless of attendance **Yes/No**

Payment should be made at the time of booking for extra sessions and first time bookings.

Regular bookings will be invoiced on a Monthly basis at the beginning of the month.

At least three school days' notice is required for cancellation of a booked session. Any booked sessions not cancelled within three school days must be paid for.

I am entitled to Pupil Premium funding **Yes/No**

I would like to fund the sessions with Pupil Premium money (Max £6 per week) **Yes/No**

[Not relevant for 4.15 to 5.45pm session]

Signed:

Name:

Date:

Payments can be made:

- *by cash directly to Jigsaw or the school office,*
- *by cheque made payable to 'Gloucestershire County Council'*
- *by BACS to 40-22-09 11600001 [FOR AMOUNTS OF £20 AND OVER ONLY] with reference **107724/82312 and your surname.***

*To pay for child care with workplace voucher schemes, or to claim Tax Credits for child care, please quote our Ofsted Reference No **115637.***

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