

Lydbrook Primary School

(including Robins Nursery)

CHARGING POLICY

Where anything is Possible

Policy Reviewed:	Every 3 years
By:	Resources Committee
Agreed:	6th February 2019
Next Review:	Spring 2022

Lydbrook Primary School wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free from any compulsory charges to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support the school would find it impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable sum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and have explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Lydbrook Primary School has decided that until further notice its policy will be as follows:

1. **DAY VISITS**

- (a) For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. If sufficient contributions are not received to cover the cost of the proposed visit, it may be cancelled.
- (b) For visits outside school time parents will be charged for allowable costs.

Allowable costs include:

- (a) The pupil's travel and subsistence costs
- (b) Materials, books, instruments and other equipment
- (c) Non teaching staff
- (d) Costs of teaching staff where separately engaged under a contract for services for the visit or activity.
- (e) Entrance fees to museums, castles and theatres.
- (f) Any additional insurance.

In cases of extreme hardship, charges may be waived or reduced for children whose parents make application to the Head.

2. **RESIDENTIAL VISITS DURING SCHOOL TIME**

The School will invite voluntary contributions from parents to meet costs other than children's board and lodgings. Parents will be charged for the full cost of children's board and lodgings. In cases of extreme hardship charges may be waived or reduced for children whose parents make application to the Head.

3. **RESIDENTIAL VISITS OUTSIDE SCHOOL TIME**

Parents will be charged for the full cost of the visit, including all allowable costs (as in 1b), and board and lodging. In cases of extreme hardship charges may be waived or reduced for children whose parents make application to the Head.

4. **INSTRUMENTAL MUSIC ON AN INDIVIDUAL BASIS**

Any Education Authority tuition provided during school hours is charged for on a termly basis. Fees are partially subsidised by the school and bursaries are available for families in receipt of qualifying benefits. Parents also pay for the hire of musical instruments used in individual (or small group) tuition. This charge is waived in respect of children whose parents are in receipt of qualifying benefits.

5. **CLASSROOM MATERIALS**

No charge will be made for materials or equipment. However for certain practical activities (technology, cookery etc.), parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

6. **LETTINGS**

Please refer to the Lettings Policy.

7. **EXTENDED SCHOOLS – AFTER SCHOOL AND BREAKFAST CLUB**

Fees are £4.00 per hour. Shorter sessions may be negotiated upon request.

Early Bird Sessions will be available from 7.45 am each day but there will be an additional £1.00 charge.

Sessions attended will be recorded on line and Parent Pay will give you an accurate indication of any fees outstanding.

8. **NURSERY FEES - ROBINS NURSERY**

Government funding is available for a maximum of 15 hours per week, 38 weeks per year.

Robins Nursery will claim Nursery Education Funding for you. You will be asked to complete a funding form 3 times per year. All children are entitled to Government funding for Nursery Education from the period after their 3rd birthday until they start state school as follows:

<i>A child born on or between</i>	<i>Will become eligible for a free place from</i>
1 April and 31 August	1 September following their third birthday
1 September and 31 December	1 January following their third birthday
1 January and 31 March	1 April following their third birthday

Some children are entitled to Government funding for Nursery Education from the period after their 2nd birthday until they start state school as follows:

<i>A child born on or between</i>	<i>Will become eligible for a free place from</i>
1 April and 31 August	1 September following their second birthday
1 September and 31 December	1 January following their second birthday
1 January and 31 March	1 April following their second birthday

- If your child is eligible for Nursery Education Funding but attends Robins Nursery for more than 15 hours per week, you will be charged for the additional hours at a rate of
 - £4.00 per hour for 3 year olds
 - £5.00 per hour for 2 year olds. This is to reflect the additional needs of 2 year olds.

Invoices for these fees will be issued on a termly basis.

- If your child is eligible for Nursery Education Funding but you have chosen to allocate your entitlement in whole or in part to another setting, you will be charged for attending Robins Nursery for those sessions not covered by the funding at the rates stated above.
- Children may stay for the lunchtime period. There is a charge of £1.50 towards the cost of lunchtime supervision. This charge will be added to your invoice and is payable termly, in advance.
- Some children may be eligible for 30 hours childcare from Government funding. Parents will need to check their eligibility using the online childcare calculator www.gov.uk/childcare calculator, and, if eligible, submit an online application. Once signed up parents will receive an eligibility code which they must provide to the Nursery. This code will then be checked with the local authority and if eligible parents can book their 30 hours place.

9. **DEBT RECOVERY**
Please refer to Debt Policy.

Signed: Chair of Governors

Dated:

Updated November 2008
Updated October 2011
Reviewed February 2013
Reviewed February 2014
Reviewed Spring 2017
Reviewed Spring 2019

Approved 06.02.19