



West Norfolk
Academies Trust

CHARGING & REMISSIONS POLICY

Reviewed by: Finance &
General Purposes
Committee

Approved: October 2024

Review Date : October 2025

Contents

1. Introduction	3
2. Charging	3-4
3. Remissions	5
4. Insurance	5
5. Voluntary contributions	5
6. Monitoring, evaluation and review	5

1. Introduction

The Trustees recognise the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all-round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

2. Charging

The Trustees reserves the right to make a charge in the following circumstances for activities organised by the School:

- **School trips and residential in school time:** the board and lodging element of the residential experience and outdoor pursuit courses;
- **Activities outside school hours:** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- **Materials:** the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
- **Acts of vandalism and negligence:** The Trustees reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- **Examination fees:** if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
 - o If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the School has paid an entry fee, the Trustees may seek to recover the fee from the parent.
 - o There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the School.
- **Pre -school sessions:**
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 services or additional hours. 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 following fees apply when families claim a funded entitlement as part of childcare arrangements –

- **Additional hours**
Additional hours including those not funded by the local authority will be charged at the current hourly rate. The current hourly / session rates are – £5.50

- **Additional services**
Charges for additional services such as trips will be agreed in advance with families.
- There are no charges for meals or snacks. Families must provide a packed lunch for their child attending during lunch.
- If you are unable to pay these charges, please speak with our Preschool lead to discuss the alternative options available.
- **Other charges**
Late Payments – A £25 fee will be charged when invoices are not paid within the payment terms and an outstanding balance remains on the account after the first reminder.

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 4 weeks' notice in writing to office@heachaminfant.co.uk

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 (contract).

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.

We do not require a deposit, retainer fee, or registration fee. However, if fees are unpaid we will follow our bad debt policy to recoup them.

All families will be issued an invoice termly unless the balance equals zero. The payment is due before the term ends.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Detailed receipts will be issued for all cash and cheque payments.

Guidance (please note: we are expecting further updated guidance shortly from DfE)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/979740/Early_years_entitlements_local_authority_funding_of_providers_FIN_AL.pdf

3. Remissions

3.1 Where the parent of a student is in receipt of qualifying state benefit(s), the Trustees will remit in full the cost of board and lodging for any Residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

3.2 The Trustees may remit charges in full or in part to other parents after considering other specific hardship cases. The Trustees invite parents to make applications, via their schools' learner support fund in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Trustees and in accordance with the Learner Support fund guidelines.

4. Insurance

Any additional insurance costs will be included in charges made for trips or activities.

5. Voluntary contributions

5.1 Nothing in this policy statement precludes the Trustees from inviting parents to make voluntary contributions.

5.2 Curriculum visits are any visit that takes place during school hours education, or that takes place outside school hours if its activities are part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

5.3 Where less than 50% of the time spent on a visit falls during school hours, it is deemed to have taken place outside school hours.

5.4 Curriculum visits are funded through parental voluntary contribution. Parents are under no obligation to make any contribution toward curriculum visits. No child will be excluded from a curriculum trip or activity if a parent is unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a curriculum visit and/or the school cannot fund it from some other source, then the curriculum visit must be cancelled.

6. Monitoring, Evaluation and Review

The Trustees will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout all WNAT schools.