

Hingham Primary School



Charging policy

Formally adopted by the Governing Body/ Trust of:-	Hingham Primary School
On:-	9th July 2025
Chair of Governors/Trustees:-	Susan Gothard
Review date:-	July 2026

Introduction

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Norfolk County Council has adopted a policy, which the governing body has decided to follow and is set out below: These are the activities and materials for which you will be charged:

Music : Instrumental Tuition

Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme, will be charged to parents.

Charges will be made for tuition provided individually or to groups of any size, if the tuition is provided at the request of the pupil's parent. Payment will be required upfront for the full term. Refunds will not be given if a child is unable to attend a session or wishes to cease lessons before the end of the term. No charge may be made in respect of a pupil who is looked after by the local authority and children entitled to Pupil premium may be eligible for a reduced rate.

Ingredients and Materials

The Governors may ask for a contribution towards ingredients and materials needed for practical subjects (e.g. Cookery, DT). The charge will be the actual cost of the ingredients or materials provided for the finished article.

Swimming

The school organises swimming lessons for KS2 children, currently those in Year 3. All children have this opportunity. There are also Water Safety sessions held in the summer term for Year 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity but we may ask for a voluntary contribution. We inform parents when these lessons are to take place.

Board and Lodgings

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. The school may seek parental contributions for transport and other costs relating to residential trips.

School Performances

We may ask for a voluntary contribution or may charge for tickets for our school performances. This will depend on the costs incurred e.g. licence, props, costumes etc.

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.

Residential Trips

A residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than 50% of the number of half days taken up by the trip. E.g. Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Educational Trips and Visits in School Times (this includes visiting performers to school as well as trips out of school).

For non-residential trips, the staff members planning the visit will determine in advance what the trip will cost (transport and any other costs, e.g. entry fee) and will write to parents advising them of the costs and the necessary arrangements for collecting parental contributions. Parents

will be made aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

On the basis of the returns received, the staff member will decide if the visit is financially viable or not. Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled.

The school gives Parents/Carers of students entitled to means-tested Free School Meals (FSM) or Pupil Premium the option to not make the voluntary contributions. (A student attracts Pupil Premium Grant for the school if they have been registered for free school meals (FSM) at any point in the last six years. Looked after children and those of service personnel also attract funding).

After School Club

After School club operates on the school site and is charged at the below rates. This may be subject to change. One half term notice will be given.

Session 1	3.15pm – 4.15pm (or part thereof)	£4.50
Session 1 and 2	3.15pm – 5.00 pm (or part thereof)	£8.00
Session 2	4.15pm - 5.00pm (or part thereof)	£3.50
Session 3	5.00 pm – 6.00 pm (or part thereof)	£4.50
Session 1,2 and 3	3.15 pm – 6.00 pm (or part thereof)	£12.50
Session 2 and 3	4.15 pm – 6.00 pm (or part thereof)	£8.00

Bookings should be made, ideally a week in advance, using SchoolMoney. Places are allocated on a first come first serve basis. Payment should be made at the time of the booking to secure your place. If you wish to book and pay using a Childcare or Voucher Scheme please contact the school office so that a booking form can be completed. You will then be advised of the charges that apply to enable you to make payment using the relevant scheme/account. In exceptional circumstances on-the-day bookings can be made via the school office but are subject to availability and the relevant charges will be added to your SchoolMoney account for you to settle.

For children entitled to Pupil Premium or means-tested Free School Meals there may be a concession for 1 session weekly by prior arrangement with the school leadership team.

If payment is due and has not been received the parent/carer may be contacted for collection and the children may not be able to attend.

Late collection of children may incur the following costs: (This is at the discretion of the senior leadership team).

- If a child is not collected at the scheduled time with prior booking they may also be charged for the next session.
- If a child is collected after 6pm there will be a £5 charge for every 15 mins (or part thereof) beyond that time.
- These costs apply per child.
- Any child remaining uncollected without contact could result in Children's Services being contacted.

Payment Exceptions

In the instances listed below, your payment can be carried forward to a future session of equal value. No refunds will be given.

- If you have booked a session in advance and your child is then booked on an educational visit or school residential;
- If the school is closed for any reason;
- If your child is ill and you have given 24 hours' notice.

If your child is ill and you have been unable to give 24 hours' notice you may still be charged.

Failure to pay fees

Where a balance is outstanding for 2 weeks without discussion with the school, the child may not be able to attend any future sessions until the balance has been settled.

Other Activities

Charges are also made for:

- Clubs run by external organisations e.g. Football etc - no refunds will be given if your child is unable to attend. If the school has to cancel a session then the payment can be carried forward to a future session of equal value.
- Replacing lost or damaged items of school property.

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.

Refunds

The full contribution to an activity will only be refunded if a child is absent due to exceptional circumstances. A refund will not apply when the school is still charged an entrance fee or ticket price. Refunds will only be given if the cost is over £5.00.

If a trip has to be cancelled parental contributions will be refunded or may be carried forward to a future activity or trip.

If contributions to an activity exceed the total cost a refund will be given, if excess is over £5 per child.

Refunds for residential trips will be in accordance with the booking terms and conditions of the supplier (e.g. Manor adventure).

Excess income £5 or less per child will be paid into the main school Imprest account.

Excess of expenditure will be funded by the main school Imprest account.

Remission of Charges

Remission of charges are only for parents who are in receipt of the following:

- Universal Credit – with an annual earned income of no more than £7,400 a year after tax
- Income Support
- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190).

This aligns with Free School Meals and Pupil Premium eligibility. Some families may still wish to make a further contribution towards the cost of the trip.

Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or to 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 fulfills duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Last reviewed: 1st July 2025