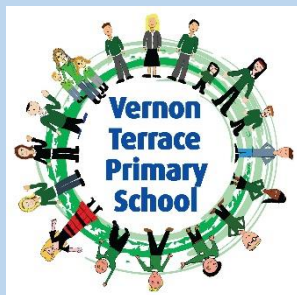


Vernon Terrace Primary School

Income and Charging Policy



INCOME AND CHARGING POLICY

1. This charging policy has been compiled in line with DfE requirements and in accordance with S457 of the Education Act, 1996.
2. Vernon Terrace Primary School recognises the benefit, educational and social value of outside activities and visits and aim to ensure that all children can participate.
3. The school will subsidise trips in part wherever possible, as appropriate.
4. Parents/carers can pay for trips in instalments on request and in agreement with the Head Teacher.

Residential trips – charges will be made in accordance with transport and board and lodging fees. A suitable time will be allowed for payments to be made by agreed instalments. Payment cards will be issued.

Wrap around care - The school makes a charge for breakfast club and after school club sessions. Payment fees for these are set by the Governing Body. Current charges can be found in the last section of this policy. All charges are communicated to parent/carers via letter when they sign up for the club. We will use Pupil Premium or Sports Funding to subsidise clubs if the Leadership Team consider a pupil will benefit from it.

Damage/Loss to Property

5. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

Voluntary Contributions

6. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school will invite parents to make a contribution towards the cost of the trip/activity. Pupils will not be treated differently according to whether or not their parents have contributed in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.
7. The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.
8. The Head Teacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Head Teacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Nursery Unit

9. Nursery fees will be levied for any sessions over the state funded 15/30 hours (5/10 sessions) per week (1 session = 1 morning or 1 afternoon).
10. Invoices will be issued and fees will be charged irrespective of illness, or holidays taken within school term dates.
11. Charges will be reviewed regularly to take into account the financial climate (ie energy bills, staffing levels and additional support to allow a child to access learning appropriately etc).
12. Parents will be notified 1 month in advance of any increase in charges.

Lettings

13. The school will make its facilities available to outside users as agreed by the Head Teacher at a charge of at least the cost of providing the facilities.

Snack money

14. Parent/carers are requested to contribute a weekly payment to the class teacher in order to provide a healthy snack for their child each day during the week.

2021/22 Charges

	£	Comment
Breakfast Club	£5 a week (£1 daily)	Payment requested on a Friday for the following week ahead
After School Clubs	£2 a week	Payment requested for the number of weeks in the mini term the week before the club starts
Nursery	£15 per 3 hour session	Payable on the day
Lettings (ie Summer Holiday Club)	Variable	Agreed by the Head Teacher at the time of booking.
Snack money	£1 a week	Requested by the class teacher, recorded and retained by the School Business Manager.

Signed M Henderson Chair of Governors

Date July 2021

Annual Review: July 2022