

Blofield Primary School

CHARGING POLICY

Appendix F of Finance Policy (Review: Autumn term 2020)

Charges for School Activities

The school has adopted the Norfolk County Council charging policy and the following activities will be charged to parents:

- **Music tuition:** individual or group tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum.
- Parents are invoiced termly direct by the tutor.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Breakfast Club:** a charge of £5 per child per session payable in advance.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home, e.g. Year 6 residential trips.
- A charge will 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 will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.
- A residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.
- Parents who have difficulty meeting any charges are advised to discuss the matter with the Headteacher as they may be eligible for assistance. An application form for assistance is available from the school office.

Refund Policy

- a) The full contribution to a school trip will be refunded if a child is absent due to illness.
- b) If a school trip has to be cancelled parental contributions will be refunded.
- c) If contributions to a trip exceed the total cost, a refund will be given - if excess is over £3 per child.
- d) Excess income less than £3 per child will be paid into school fund account.
- e) Excess of expenditure will be funded by school fund.