

Wicklewood Primary School and Nursery



Billing Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every year by the operational committee.

Reviewed:

Signed: Peter Meacock (Chair) Date: 7.2.18

Signed: Julia Brooks (Headteacher) Date: 7.2.18

Next Review due: Spring 2019

Charges for School Activities

Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. The governors have adopted the Norfolk County Council's model policy.

Charges will be based on a cost recovery basis.

Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.

Invoices will be sent to parents each term. 10 lessons will be guaranteed each term and parents are expected to pay by the end of the current term.

Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.

Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Activities outside school hours

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.

Residential trips outside school hours - 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.

Remission of charges - only parents who are in receipt of Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LEA or 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 fulfils duties relating to Religious Education. Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher.

Nursery

All parents/carers will be issued with a Nursery invoice usually within 2 weeks of the start of each term, these will show a breakdown of the child's costs for the term. Fees are payable in either one instalment or 2 equal instalments (one for each half term). All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below.

- 3 weeks from date of invoice - 1st reminder
- 6 weeks from date of invoice - 2nd reminder
- 9 weeks from date of invoice - final reminder

Non-payment of fees may result in a withdrawal of the child's place.

If your child is leaving Wicklewood School Primary and Nursery, we ask for four weeks written notice which will be charged, unless your child is funded during this time and is attending the Nursery on headcount day.

Government funding is intended to cover the cost of delivering 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 hours or additional services.

Please note that if your child is entitled to funded sessions these will be shown on the invoice.

Where the local Authority does not fund claimed hours we will charge these hours at our current session rate. Absences such as holidays cannot be claimed, please refer to the Parent Handbook sent out with the funding form for more information.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families.

There is no fee for consumables or any other additional charges apart from the cost of meals which is currently £2.10 – per cooked lunch. Alternatively children are welcome to bring a packed lunch.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision. This is regardless of whether they opt to pay for optional hours, services, meals or consumables.

A deposit is not charged to secure a place.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

There is no registration fee once a childcare place has been offered.

Extended School

After School and Breakfast Club fees are issued within 2 weeks of each half term and will show a breakdown of the costs, according to prior arrangements agreed for days and collection times.

Arrangements can be altered with prior notice (up to 5 days before)

Any adjustments after the 5 days prior notice will have to be paid for.

All fees are required to be paid within 2 weeks of the invoice being issued, non-payment of fees may result in a withdrawal of the child's place.

Late collection of a child will result in being billed accordingly.

Clubs – when booking a club, payment must be received with the booking form to secure your child's place.

We accept cash, online banking or cheques made payable to Wicklewood School. All fees are still payable regardless of absence due to holidays, sickness etc...

Vouchers

If you wish to pay for your invoices via your work based child care vouchers please see the manager or the office staff to arrange this.

When paying with child care vouchers, we ask that you return your invoice remittance form, stating the date you paid via the internet, this is for our records of payment.