

PARKLANDS INFANT AND NURSERY SCHOOL



FEES AND CHARGES POLICY

Approved by the Governing Body of Parklands Infant & Nursery School.

Date: Tuesday 11th February 2025 (to be reviewed 2027)

Signed: _____

Mrs S Evitts (Chair of Governors)

PARKLANDS INFANT AND NURSERY SCHOOL

FEES AND CHARGES POLICY

1. Review Procedures

This statement will be reviewed on an annual basis and will be adjusted in line with any subsequent guidelines from the DfE or the LA.

2. Aims

This policy sets out the schools attitude to charging, describes each type of activity that will be charged for and explains when charges will be made.

3. Principles

- 3.1 All education provided within school hours will be free. "School Hours are those when the school is actually in session and does not include the break in the middle of the day".
- 3.2 All parents will be informed about school hours in the school prospectus.
- 3.3 The school may invite parents and others from time to time to make voluntary contributions to any part of the schools work and to permit the provision of activities, which might not otherwise be possible.
- 3.4 General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.
- 3.5 The cost of any activity charged to parents will include a 5% provision to ensure that the school suffers no financial loss in providing additional activities. The school will ensure that no pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute. If it is becoming clear that the school is going to make a significant loss from an activity the school reserves the right to cancel the event.
- 3.6 Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum.
- 3.7 When parents accompany pupils on an out of school activity, they may be asked to make a contribution towards the cost of transport and/or the activity.

4. School Charges for Pupils and Arrangements for Payment

The following payments will be requested of parents of all pupils to cover the costs.

| Items for | Cost | When | Notice |
|--|--|---------------------------------|-----------------|
| Baking in the Nursery (F1) | £3.00 per half term voluntary contribution | Weekly/Ongoing | At admission |
| Admission Charge for | Cost | When | Notice |
| Visits of theatre and music groups to school | Up to a maximum of £2.00 | 1 or 2 times per annum | 2 weeks minimum |
| Educational Trips out of school | Up to a maximum of £20.00 | Approximately 2 times per annum | 3 weeks minimum |

5. Miscellaneous Charges (other than those for pupils)

5.1 Charges for lettings

The governing body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the LA Lettings Policy. The calculation used is the last 3 years energy costs for both Gas & Electricity divided by the number of school weeks which is 38 and multiplied by the number of hours for the letting. This will be subject to an annual review, which may require discussion with Harrington Junior School with respect to joint ventures. An annual Transfer of Control Agreement for each letting to be in place.

5.2 Charges for photocopying

Staff and others may use the school photocopier at a cost of 10 pence per A4 copy.

5.3 Private telephone calls

Staff and others using the school telephone may do so at the following rates:

Local Calls 20p per 5 minutes

National Calls 40p per 5 minutes

No international or premium rate calls are permitted.

6. Collecting and banking sums collected

6.1 The school will maintain records of all charges collected.

6.2 All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account.