



Great Hockham Primary School and Nursery
Charging and Refunds Policy

Author / Edited by	Lisa Hazard
Date Approved	November 2025
Review Body	SET Board of Trustees
Review frequency & next review due	November 2026 or sooner if regulations / circumstances change

Charges for Nursery

Nursery provision will be offered for all children aged 3+, from the start of term after their third birthday (in accordance with the Nursery Admissions Policy) and will be offered term-time only. Once a place has been confirmed, parents may opt to pay for nursery provision for the period between the third birthday and the start of the following term, with the agreement of the EY Teacher. The Nursery provision **starts on the Monday following** the start of the school year in September. Each of those children is eligible for 15 hours of free childcare and parents wishing to access the 30 hours free childcare entitlement from September 2022 will be able to apply via the online Childcare Service: <https://www.childcarechoices.gov.uk/> for a code to give to Great Hockham Primary School and Nursery. Government funding is intended to cover the cost to deliver 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.

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

The entitlement place 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.

Funded hours can be taken solely or partially here. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. Those who choose to use their free nursery hours elsewhere may use the nursery for sessions, but by paying school directly for these. Parents/Carers may book either a morning or an afternoon session plus the lunch hour, or a full day (8:45 to 3:15).

Any hours above and beyond the funded amount must be paid for, whether or not the child attends a particular session. Payment must be made by the half term point of any term. If you are unable to pay our charges, please speak with our Headteacher to discuss the alternative options available. Invoices for Nursery fees will clearly show which sessions are funded and which are charged, and the rate charged.

Additional hours including those not funded by the local authority will be charged at the current hourly rate of £6.50.

If parents choose to order a school meal for their Nursery child, there is a charge of £2.61 per meal, payable through our cashless system MCAS (My Child At School). Alternatively, parents can supply their child’s own packed lunch for any lunchtime session.

SAPIENTIA EDUCATION TRUST

We do not charge a deposit, retainer fee, registration fee, late payment or late collection charge or make a charge for consumables.

No additional charges outside those mentioned in this policy will be applied to nursery-aged children, other than for school and nursery trips by agreement with parents.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing using the Nursery Withdrawal Form available on the school website or by contacting the school Office. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

Our fees are reviewed annually in January. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with the Headteacher.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Great Hockham Primary School and Nursery has adopted Norfolk County Council's policy which it recommends to governors.

These are the activities for which parents/carers will be charged:

- 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.
- 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 school, to travel direct from home to an activity approved of, but not provided by the school.
- Out of school activities which incur a per pupil cost such as entrance fees e.g. specific visits to a museum.
- School clubs excluding school led lunch time clubs.

- 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 the following are eligible for remission of charges: Universal Credit with an annual net earned income of no more than £7,400, Income Support, Income Based Job Seeker's Allowance, an Income-related Employment and Support Allowance (this benefit was introduced on 27 October 2008); Support under Part 6 of the Immigration and Asylum Act 1999, Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit), Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 or the Guarantee Element of the State Pension Credit. Remission of charges only applies to board and lodgings charges applied by the school and where charges 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.

Refunds:

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the Trustees, agreed as £10 per pupil.

Should the amount collected per pupil exceed the trustees' stated amount, parents/guardians should be offered the refund in writing, with a reply slip attached to the letter stating whether they wish to take up the order, or decline it, along with a deadline by which a response is required. It should be clearly stated where the surplus will be placed e.g. to offset a future visit etc., and that if no reply is received by the

deadline, the school will assume that the parent/guardian intends for the school to retain the funds.

All refunds should be made via online (MCAS) or cheque payment to the parent/guardian concerned.

Equal Opportunities:

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

Photocopying Charges

Photocopying to be charged at 5p per A4 sheet (b&w) and 10p for A3. Colour photocopying to be double these charges i.e. 10p (A4 colour) and 20p (A3 colour).

In Touch Photocopying

There is an agreement that the village In Touch newsletter can use the school photocopier. This will be charged to cover costs to the school.