



Le Cateau

Community Primary School

School Charging Policy – 2024-2025

- In order to enrich the school's curriculum, children take part in educational visits. We also arrange for workshops/theatre groups etc to visit school. These may involve costs which school funds cannot always meet. Parents are asked to voluntarily contribute towards these costs, but if contributions are not possible, no child will be excluded from the activity. However, it may be necessary to cancel visits, or other events, if contributions do not cover the cost. Parents will always be informed of any arrangements. Cost is dependent on educational visit.
- Parents can be charged for costs incurred in residential visits for board and lodging. Parents can request financial support to help cover the cost of residential visits. For sums over £30 an instalment method of payment is in operation.
- Healthy and nutritious nursery snacks are charged for all nursery children at 10p per session. For children attending 15 hour AM or 15 hour PM sessions this is 50p per week. For pupils attending for the 30 hour sessions this is £1 per week. Charges are invoiced termly on Arbor.
- Le Cateau will endeavour to be a cashless school with payments to be made via Arbor. Such charges will include pupil meals, breakfast club, uniform sales, extra-curricular clubs, residential and educational visits, swimming sessions, adhoc nursery sessions and nursery snacks. Other payments will be set up on Arbor as and when is necessary.
- Some extra-curricular clubs are provided by external provider, which incur charges. Therefore, a charge will be calculated for pupils to attend these sessions to cover the costs of the external provider. Parents/carers will be notified of the costs before the club starts and payments will be made via Arbor. The costs will vary depending on the type of club and the costs charged to school by the club provider.
- Failure to pay for charges will result in correspondence being sent to the parent/carer plus a phone call from the School Office. The School Business Manager will monitor any outstanding debtors and further communication will be made to achieve payment. If deemed necessary the NYC School Meal Arrears procedures will be followed for unpaid school lunches.
- Parents are asked to make a contribution towards the cost of our swimming programme which can include Year 1 to Year 6 children. The costs cover costs to school for the teaching of the swimming and transport. The costs are £6 for each session.
- Initial Award badges are issued at no cost; additional badges are to be charged at £3.50. Replacement Ambassador badges will also be charged at £3.50.
- We levy a standard charge of:
 - £3 in order to cover the cost of any general books lost or damaged whilst in the care of the children at home
 - £10 for lost or damaged Maths No problem text books
 - £1 for lost or damaged reading record books

- Personal photocopying will be charged at 7p per A4 black and white copy and 15p per colour A4 copy. These charges will cover the cost of the copy, toner, photocopy rental and wear and tear on the machinery. These costs will also apply for any information requested under the Freedom of Information scheme.
- Arbor Payments – any credits for Year 6 leavers will be either refunded or the credit transferred to a younger sibling. When other pupils leave; then parents/carers need to notify the school office to request a refund.
- Tax-Free Childcare Scheme / Sodexo Pluxee payments– any credits that are unused will be re-credited to the parent/carer’s Tax-Free Childcare account and not the parent/carer’s personal bank account. Any credit can also be transferred to a qualifying cost. Qualified costs are any element of childcare charges which includes Breakfast Club, Extra Curriculum Clubs and ad hoc FS1 nursery and Two Year Old Provision costs.
- 30 hours Funded Provision in EYFS – we will charge a ‘holding fee’ of £50 per EYFS pupil which will be refunded providing the child is on role at the termly Census Count. This is for pupils who are eligible for the 30 hour placement only. Payments are to be made by bank transfer to the Le Cateau School Fund Account and refunds will be made via a direct bank transfer.
- If spaces allow, we will charge for any additional hours taken up in both the Foundation Stage 1 and Governor-Led Two Year Old Provision beyond the 15 hours funded by the Early Years Grant.

The fees are as follows:

- 45 minute lunch time between morning and afternoon sessions @ £2.10 from 4th September 2024.
- Additional sessions in FS1 of 3 hours - charged at £15 per session. These costs were communicated to all parents/carers in December 2021 to offer additional ad hoc spaces beyond the funded hours. School requires an upfront commitment of a half-term to ensure continuity with payments required in advance on a weekly basis.
- Additional session in the Governor-Led Two Year Old Provision is charged at £30 per session. This will be revised when necessary.
- Paid sessions may need to be withdrawn or reduced if fixed funded nursery numbers increase.

See Parental Agreement for Early Years Provision for further information.

- Loan of iPads and/or laptops to pupils – parents/carers are asked to sign an agreement which states if the iPad is lost, stolen or suffers from accidental damage then the minimum cost liable will be £250.
- Loan of Chromebooks - parents/carers are asked to sign an agreement which states if the Chromebook is lost, stolen or suffers from accidental damage, then the minimum cost liable will be £250.
- There will also be a nominal charge for lost/damaged device charging leads, mice, cases and protective sleeves. This will be calculated on a case-by-case basis and parents/carers will be notified of a charge that will be payable to school for the replacement of the said item(s). The school also has the right to make a charge to damaged school property or equipment.

- From this point forward, we will review the following charges on a regular basis and update parents/carers of any changes:
 - Breakfast Club charges, both staff and parent/carers charges
 - Swimming costs
 - Transport costs
 - School lunches prices
 - Uniform charges
 - FS1 Ad hoc sessions
 - 2 Year Old Provision ad hoc sessions
 - Nursery snack

If any increases are agreed then a notice period of one full term will be given to all relevant stakeholders.

Reviewed by the Full Governing Body: November 2024
Next Review date: March 2025