Charging and Remissions Policy

Formally adopted by the Governing Body Pathfinders Federation	
On	January 2026
Chair of Governors	Jeremy Marris
Executive Head Teacher	Emma Bourner
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Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy. The School's charging policy must be described in its prospectus, which can be obtained from the school. It is also a requirement that the School's charging policy is provided on its website. If your son or daughter's school governors follow the County Council's charging policy, these are the activities and materials for which you will be charged:

Music tuition
Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent. No charge may be made in respect of a pupil who is looked after by the local authority.

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

Travel: Schools **cannot** charge for:
- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.
- Transport provided in connection with an educational visit.

Board and lodging
Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

Activities outside school hours
A charge can 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 can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.
For example:

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Schools **cannot** charge for:
- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can ask parents for voluntary contributions towards the cost of:
- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient

voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. Parents will be made aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - only parents who are in receipt of Universal Credit, 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 LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Charges for Extended Schools Provision
Pathfinder Federation offers extended childcare for children in the reception class upwards. Charges must be paid in advance and are:

- Breakfast Club from 08.00/7:30/08.00am £4.00/£6.50/£4.00 per child
- Tea Club until 4.30pm £6.50 per child (St Michaels only)

Remission of charges - only parents who are in receipt of the following are eligible for remission of charges:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Remission of charges only applies to board and lodgings charges, which are levied directly by the LA 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 Executive Headteacher.

Useful Links:

Learning Outside the Classroom guidance:
http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf

Latest DfE guidelines:
https://www.gov.uk/government/publications/charging-for-school-activities

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Refunds

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled and the

venue and transport provider make no charge, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing board which is *£5* per pupil.

Charges for Early Education (Pre-Schools)

Pathfinder's schools (Erpingham, St Michael's and Northrepps) are listed with Norfolk County Council as an approved provider, offering the Early Education funding entitlement for 3 and 4 year old children at all pre-schools and for 2 year old children also at Erpingham and Northrepps. We have agreed to meet the conditions of the Early Education and Childcare Statutory Guidance (March 2017) for Local Authorities. 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. (Please note Erpingham and Northrepps Pre Schools are closed on a Friday).
We offer the full entitlement of 15 hours a week (over a minimum of 2 days at St Michaels), 570 hours a year over no fewer than 38 weeks. The free funding is available in full as long as places are available (we can take a maximum of 12/16/16 children in any one 3 hour session), and we support parents and carers to maximise the use of their child's place.
A child's 15 hours free early learning and childcare sessions may be split between a playgroup and a nursery class, however, to maximise the use of its own nursery class places the school may allocate sessions not attended to another child. Parents are made aware that those sessions declined in favour of another setting may be reallocated to another child which then may mean they are not available later on.
Additional hours and services will be charged at the current hourly rate (see below) where hours are not funded as Early Education by the Local Authority. For example where parents take up more than 15 hours in this nursery class or any other setting, the school will make a charge unless parents have acquired a valid 'eligibility code for extended entitlement'. The charge is currently for 3 and 4 year olds £6.00/£6.00/£5.50. The charge is currently £6.50/£6.00 for 2 year olds. For more information follow this link: https://childcare-support.tax.service.gov.uk/par/app/applynow .

All families will be issued an invoice half termly unless the balance equals zero. The invoice will be itemized to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

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

Other charges: (Erpingham and Northrepps)

- Cost of Meal £2.70 (payable on Scopay). Not included on your pre-school invoice
- Late Payments – This fee will be charged when invoices are not paid within the payment terms and an outstanding balance remains on the account. If payment is not received by the due date a £20 fee will apply

There is no charge for the following –
- Snacks
- Consumables

Lunches are not provided by St Michaels nursery and parents are asked to send a packed lunch in from home if the child is staying all day.
The free entitlements will be delivered so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours, services, meals or consumables.
A deposit is not charged to secure a place in the nursery. There is no registration fee. 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.
When applications for admission to Nursery are received parents are made aware that if they opt to delay entry by a term or two those sessions might be reallocated to another child and then not be available later on in the year. For sessions available, timings and other aspects of Pathfinder's schools provision please see the Admissions policy.

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 to the Nursery/Pre-school manager or Business Manager. 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 (contract).