

NICHOLAS HAWKSMOOR PRIMARY SCHOOL

Charging and Remissions Policy

Educational and Residential Visits

The Governing Body of the Academy believes that an important part of its work is achieved through a carefully structured program of educational visits which range from half-day visits through to 5 day residential visits for Year 6.

We also believe that visiting speakers, workshops or theatre sessions, artists in residence, dance tuition and other important educational activities are important so too are weekly swimming sessions.

The Governing Body has approved a policy for charging for such activities, therefore we ask for voluntary contributions to finance these. If the level of voluntary contributions is insufficient to cover the cost of the activity then the academy may have to cancel that activity. We appreciate parents' support and their understanding of the academy's policy and the difficulties of continuing rising costs especially for transport. We make every endeavor to keep costs to a reasonable level.

If any parent feels they cannot afford a particular visit etc, individual cases will be considered on their merit and sympathetic consideration will be given to genuine cases of financial hardship. The school would not wish any child to be disadvantaged and would urge parents to contact the Headteacher, in confidence, if hardship exists. We always offer payment by installments, if this helps with more expensive visits. Also we are aware that visits can put financial pressure on all families especially if there is more than one child involved and we regularly subsidise visits from academy funds.

Music Tuition

Musical instrument tuition for woodwind, brass, percussion, keyboard and strings has to be charged for. Northamptonshire Music and Performing Arts Service charge the school for providing tuition for those instruments and we pass the actual costs on to parents. The school does not profit financially from this arrangement. We make private arrangements for swimming for all year groups with the local Leisure Centre and a charge is levied to cover the pool hire and tuition costs.

Nursery Fees

It is our intention to provide 12.5 hours per week (2.5 hours per day) free childcare entitlement within our provision. However where a child attends an additional setting whereby they are already claiming their free entitlement, we will invoice the parents/ carers at our set rates as follows:

Hourly rate	- £6.50
Session rate (2.5 hrs)	- £16.25
Weekly rate (5 sessions)	- £81.25

In the event of the child being absent due to sickness or holiday or closure due to weather conditions the fees will still be payable. In the event of a cancellation made by us, then a refund will be offered.

Price increases will be reviewed in July on an annual basis for the following academic year. Written notice of price increases will be given before the start of term in September.

Should there be a non-payment of fees, then the academy will follow the guidelines set out in our Income Policy.

We also provide an additional lunchtime session, which is optional to all children who attend our setting. There will be an additional charge for lunchtime cover as follows:

Hourly rate	- £4.00
Weekly rate (5 sessions)	- £20.00

Approved...Karen Falvey.....
Chair of Governors

Approved.....
Secretary of State

Date.....25/09/2012.....

Date.....