



# CONWAY PRIMARY SCHOOL

## Educational Charging Policy

Approved by: Stephen Piper  
Stephen Piper (Mar 17, 2026 12:08:19 GMT)

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## **Background**

At Conway we aim to provide a broad, balanced curriculum for all our pupils. Charges will not be made for education provision, materials, equipment and transport provided during school hours<sup>1</sup>. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on voluntary contributions in whole or part from parents. Without this financial support, the school would find it difficult to maintain the quality and breadth of educational experiences provided for the pupils. However no pupil will be left out of an activity because his or her parents cannot contribute to its cost. The school makes every effort to keep the costs of educational activities to a minimum and are non-profit making, unless specifically raising funds, in which case parents will be informed.

## **Responsibility for the Policy**

This policy has been formulated in accordance with current DfE guidance on Charging for School Activities. The Finance & Personnel Committee owns this policy on behalf of the governing body. However, the execution and the day-to-day procedures are delegated to the Headteacher. Unless driven by other factors the committee will review the policy as part of its review schedule.

## **Policy monitoring arrangements**

The Headteacher monitors charges and remissions, and ensure these comply with this policy. This policy will be reviewed by governors every two years.

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<sup>1</sup> School hours are those when the school is actually in session and do not include the break in the middle of the day.

## **Charging Arrangements**

1. It will be clearly explained from the outset if a particular activity provided by the school or a nominated provider is dependent on a voluntary contribution from parents especially where there is a transport and/or admission fee. Wherever possible this information will be provided in written form. We ensure that no pupil feels discriminated against regarding their parents financial means, by ensuring that any wording around payment or collection of contributions, whether verbally or in writing, is drafted in such a way that a pupil does not feel any concern around their parent ability to pay. Where there are insufficient parental contributions for an activity to proceed the school may seek to provide funding to mitigate any shortfall. However, if this is not possible, it may become necessary to postpone or cancel the activity. Once a contribution has been made, the contribution will only be refundable under exceptional circumstances and can only be authorised by the Headteacher or School Business Manager.
2. Charges may be made for activities outside school hours such as school clubs when these activities are not necessarily part of the National Curriculum and as such can be described as 'additional provision'.
3. Charges may be made if an activity takes place outside school hours even if part of the activity takes place during school hours e.g. travelling to an activity.

## **Remissions**

4. The Headteacher may decide to remit in full or part of the charges if it is felt that it is reasonable in the circumstances. If parents have difficulties in paying for an activity they should not hesitate to speak to the School Business Manager, in confidence, and they will be advised as to what help might be available. All remissions will be authorised by the Headteacher.

## **Residential Activities**

5. Charges may be made for residential activities outside school hours
6. Charges will not be made for the education or travel to a residential activity taking place largely during school time or when it supports the National Curriculum. However, charges may be made for board and lodging expected where parents are in receipt of the following support whereby they should discuss the matter, in confidence, with the School Business Manager:
  - Income Support
  - Income Based Jobseekers Allowance
  - Income Based Employment Allowance
  - Support under part 6 of the Immigration and Asylum Act 1999
  - Child Tax Credit with a household income below the relevant threshold
  - Child Tax Credit (at a higher rate than the basic family element)
  - The guarantee element of State Pension 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)

### **Instrumental Tuition**

7. Charges may be made for instrumental tuition for individual or groups of pupils.

### **Loss and/or Damage to School Property**

8. Parents of pupils that lose or damage school property, equipment and resources, including computing equipment, windows and furniture may, at the Headteacher's discretion, be liable for part or all of the cost to repair or replace.

### **Late Pick Ups**

9. Charges will apply for the late pick up of children from school, after-school clubs and late night provision.

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## Nursery Charging Policy

All children are entitled to a funded place for 15 or 30 hours (depending on meeting current criteria) per week from the term after their third birthday.

Funded sessions are available from 8.30-11.30 am and 12.30-3.30pm, Part-time and Full-time 8.30am to 2.30pm Monday to Friday. The nursery is open term time only and is closed for teacher training days and bank holidays.

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/snacks, consumables, additional hours or additional services.

To access 30-hour funding parents need to obtain a valid code, if parents do not obtain a valid code any sessions over 15 hours will be charged for.

To check entitlement and to obtain a code please visit: [Get Tax-Free Childcare: step by step - GOV.UK](#)

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Funding is available as follows:

- For a child born 1st April to 31st August, funding begins in September.
- For a child born 1st September to 31st December, funding begins in January.
- For a child born 1st January to 31st March, funding begins in April.

Starting Nursery before funding is available

A child may start at the nursery from their third birthday, if a place is available. Sessions will need to be paid for by the parent until funding becomes available.

<b>Additional 1-hour session between the hours of 2.30pm and 3.30pm</b>	£8.50
<b>Additional Cost of a Half Day Session</b>	£25.50
<b>Trips</b>	Will be agreed in advance with families where possible we will always look to keep costs to a minimum or provide free trips.
<b>Costs of hot school meals</b>	£2.60 per meal
<b>Costs of snacks</b>	£6 per child per half term
<b>Late Pick-Up Fees</b>	£10 per instance of late payment to cover additional cover and administrative fees

Our fees are reviewed every two years by the governing body in December. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss any concerns with the School Operations Manager.

Additional sessions and costs

If you would like to book extra sessions days in addition to your funded hours there is a cost of £25.50 per 3 hour session. These will be allocated on a first come first served basis and must be arranged in advance. One month's notice will be required if parents

wish to cancel additional paid sessions. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels.

Ad hoc sessions may be available at the session price of £25.50, please contact the school office for availability, these ad hoc sessions are payable at the time of booking. **Funded hours cannot be used for ad hoc sessions.**

Children can attend a full day session from 8.30am until 3.30pm. Funded hours can be used for the morning session (8.30 -11.30 am) and the afternoon session (12.30-2.30pm) the additional unfunded hour between 2.30pm and 3.30pm must be paid for in advance (half-termly) at a cost of £8.50 per additional hour.

Parents will only be invoiced for those sessions not covered by the free nursery entitlement. Any sessions that are not covered by funding after a claim has been submitted need to be paid for.

Families who are eligible for the working family's entitlement will have the option of taking all or part of these hours at Conway Primary School.

Places will be offered in accordance with the School Admissions policy. For the extended offer core hours are 8.30 -11.30am and 12.30 to 2.30pm.

**Completion of the claim form by parents is mandatory.**

We are registered with the Government's Tax-Free Childcare Service. Please search Conway Primary School 132800

**Payment terms**

All families will be issued an invoice at the start of each half term. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent agreement and booking form. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

The payment term is within two weeks of issue date. Failure to do so can result in your child losing their place.

If you have any problems with your finances, please speak to the School Operations Manager. All financial issues will be treated in confidence.

We currently accept Chip and Pin Payments over the phone or in person and by Bank transfer details are displayed on the bottom of each invoice. For parents with no email address, a hard copy is printed and handed to the parent.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place.

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 in accordance with 2025/2026 guidance

### **Late Pick-up Fee**

It is very important that children are picked up on time, as nursery staff do not have the capacity to look after children after the session has ended. Where parents are repeatedly late picking a child up, we reserve the right to charge for the extra time. This will be a charge of £10 per instance.

All fees will be charged unless specific arrangements have been agreed and whilst a child contract remains in place and must be paid for at pick-up.

### **Late Payment Fees**

In cases where payment is late without prior agreement, your child's place will be suspended for chargeable sessions, until payment is made. Your child will still be able to attend any funded sessions that they are entitled to. If payments are not received in accordance with our Bad Debt policy.

In the event of non-payment, reminders will firstly be issued by speaking to the parents or informing them by email. This will be followed up in writing.

- If non-payment persists, the school will follow our bad-debt policy.
- If non-payment continues beyond the end of the half term, the child's place may be lost for the next term.

We are unable to issue refunds when a child is absent due to family holiday/illness as staff have to be paid, regardless of the number of children present

### **Cancellation policy/illness and termination**

Once you have booked any additional paid for sessions, you are obliged to pay, even if your child does not attend for any reason including illness and holidays.

***You do not have to pay for funded places if your child does not attend.***

Families wishing to terminate their childcare funded hours must provide 4 weeks' notice in writing to [adminshared@conwayprimaryschool.co.uk](mailto:adminshared@conwayprimaryschool.co.uk)

Any funding entitlement claimed beyond the notice period is transferable 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 form part of your childcare contract.

The school reserves the right to withdraw the additional sessions' provision if the Headteacher feels this is in the best interest of the child. Parents will be given a minimum of two weeks' notice of withdrawal of provision in these circumstances.

Where withdrawal of provision has occurred due to failure to pay fees, the Headteacher reserves the right to refuse future reinstatement of additional sessions in the nursery. In addition, reinstatement of this additional provision will not take place until:

1. Full payment of arrears of nursery fees has been made.
2. A minimum of four weeks' fees has been paid in advance.

3. The parent has met with the School Operations Manager to discuss and agree a future payment schedule.







# CONWAY PRIMARY SCHOOL

Final Audit Report

2026-03-17

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