



# Stanstead Flying High Academy

## Charging Policy

Date Policy Written	September 2025
Date Policy to be Reviewed	September 2026
Signed (Headteacher)	Tanya Smith

## Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

## Definition

The school day is defined as: 8:45 am - 3:15pm. The midday break does not form part of the school day.

## Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

## Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in. In these circumstances no pupil will be prevented from participating in school day activities because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

## Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example an evening theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

## Residential Trips

Charges will be made for board and lodging and any other additional activities.

## Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through Pupil Premium Funding. Those that may be entitled to support for some of the charges are those pupils who are in receipt of Free School Meals or qualify for Pupil Premium.

All discussions relating to individual family's financial circumstances will be confidential.

## Malicious Damage

Where it can be proved that a child or group of children have caused malicious damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has

been caused.

### Best Value

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### Parent Pay

The school accepts payments via ParentPay. Parents are requested to use this platform and PayPoint barcodes are available for those preferring to use cash. Cash is not accepted at the school office.

### Debt

Parents are asked to keep their ParentPay accounts in credit. If an account becomes more than £20 in debt, then we will not keep providing the service (e.g school dinners) for that child. We text all parents every week who are in debt to remind them to clear the debt, and we let parents know if they have hit the £20 threshold so that they are aware.

If parents owe more than £20 for dinners then they are asked to send their child to school with a packed lunch. Should the child come to school without a packed lunch then we will give them some basic food so that they are not left hungry, but they will not be served a full school meal (for which we are charged).

### School Dinners

School dinners are charged daily for Y1-6 the cost of a meal is £3.16, for Nursery & Reception the cost of a meal is £2.15.

Children in Reception, Year 1 & 2 are entitled to universal free school meals, we do advise all parents to apply for free school meals as you may be entitled regardless of if they are in Reception, Y1 or 2.

Unfortunately, children in Nursery are not eligible for free school meals therefore if your child would like a school dinner you would need to ensure ParentPay is topped up with the correct fee.

## **Appendix 1- Nursery Charges**

Children are welcome to join our nursery from when they turn 3.

Cost and capacity are as follows:-

Model A				
Number	Session	Time	Weekly hours	Funding/Charging
8	Full time Children	8.45am-3.15pm	30, plus 2.5 lunch	30 hour code, or 15 hour code parents pay £17 per day/ £85 per week
18	Morning Children	8.45am-11.45am	15	15 hour code
18	Afternoon Children	12.15pm-3.15pm	15	15 hour code
26	Total FTE Children			
Model B				
Number	Session	Time	Weekly hours	Funding/Charging
16	Full-time Children	8.45am-3.15pm	30, plus 2.5 lunch	30 hour code, or 15 hour code parents pay £17 per day/ £85 per week
10	Morning Children	8.45am-11.45am	15	15 hour code
10	Afternoon Children	12.15pm-3.15pm	15	15 hour code
26	Total FTE Children			

There are 2 different models. The school flexes between these models depending on the demand level for full verse part-time places.

## Booking

Parents book their places via the school office, by completing our nursery application form. Email place confirmations will be returned to parents.

Ad hoc bookings will be accepted from parents of part-time children if we have the capacity. These will be accepted up to 2 weeks in advance as a half-day slot (hourly bookings are not taken). The charge for this is £17 for the additional half-day session.

## Cancelling sessions

Regular booked slots cannot be cancelled. Sessions will incur a charge even if the child is absent, this includes absence due to illness. The booking prevents another child from taking the place. However, ad hoc bookings can be cancelled without charge if 48 hours or more notice is given.

## Late pick ups

Parents are encouraged to be on time. If children are not picked up by midday from the morning session, then a late fee of £5 will be charged. If children are not picked up by 3.30pm from the afternoon session, then a late fee of £5 will be charged.

## Charging Parents/ Parents Paying

Where parents have a 30-hour code, or the child is only on 15 hours, then no additional charges will be made (with the exceptions above).

Where a parent is paying for the additional half day (at £17 per day), then this is charged through ParentPay. Any late fees will also be charged here.

The sessions for the previous week will be loaded onto ParentPay by the following Monday, and the charges will show on your account. Parents should endeavor to keep their account balances positive. If significant debt develops (over £20), access to Nursery can be denied. Should parents have an issue with their debt they should speak with the Office Manager.

Where parents pay using vouchers or through the Government portal, balances will be reviewed on the school bank account on the 1<sup>st</sup> & 15<sup>th</sup> of the month and credited to the parent's ParentPay account (or the next working day as appropriate)