



Guyhirn Church of England Primary School & Pre-school

Member of the Diocese of Ely Multi Academy Trust

Charging policy

This policy was ratified on:	15 th July 2025
Reviewed:	
To be reviewed:	May 2026

Our Vision

Agape – To live, to learn, to love together

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16

“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15

“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37

Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

Aims

- Our aim is to ensure that all children have access to an enriching early years' experience which supports all needs of the children and their families
- To support all families and their children despite financial means

Responsibilities

Local Governing Body, in consultation with the head teacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

We will make a charge for:

- **Materials and equipment.** No charge is made for materials and equipment used in curriculum time.
- **Breakages and damages.** The Local Governing Body will require parents to pay for the cost of damage caused by a pupil's behaviour (e.g. breakage of a window, damage to furniture). The school may also consider charges for any lost or damaged school resources e.g. books or equipment on loan.

Funding

If your child is in receipt of universal 3 year funding, you will need to complete a funding form the term before they become eligible. Forms are available from the school office. There is a cut-off date of which funding can be claimed for that term so it is of upmost importance that your funding form is submitted before that date. The school office will make you aware the final date of which we can accept your funding form. If you submit your form late, regrettably, we will not be able to process your funding and therefore your child's sessions will need to be paid for in order for your child to access them.

We also accept extended 15 and 30 hour funding for 2, 3 and 4 year olds. Funding for these hours are applied for online on the government website. Much like the universal funding, these must be completed the term before your child's eligibility and each term afterwards to reconfirm your family circumstances. It is the responsibility of the parent/carer to make sure that this has been completed to allow the funding to continue each term. In any case of which necessary online forms have not been completed and/or reconfirmed your funding will be void and either you will need to pay for the sessions or your child's space will become available for a child on the waiting list.

Paid sessions

We also offer sessions for children whom wish to pay for their spaces. Sessions are classed as a 3 hour period, morning and afternoon session, or full day sessions with are 6 hours. Sessions are currently priced at £16 per session. If there are to be any changes to session prices, you will be given one months prior notice to these changes.

All payments must be made before the start of the month for the upcoming month (for example, fees for April must be paid by April 1st). All families who pay for all/some of their sessions will be given an invoice in advance.

Lunches

If you would like your child to have a school dinner during their session at pre-school, these are bookable on the 'My child at school' app. School lunches must be booked and paid for the week before. You also have the option to provide your child with a packed lunch if you would prefer. Please see our *Healthy Schools Policy* for more information on this.

Late payments

Payments need to be paid prior to your child's sessions, therefore if payments have not been received by the 1st of the month, there will be an additional late fee of £20. Your child will therefore not be able to attend until both the late fee and the session payments have been made. If there are exceptional circumstances which mean you are unable to fulfil this, you must speak to a member of staff to discuss to avoid the late payment charge.