



Le Cateau

Community Primary School

School Charging Policy – 2025-2026

Reviewed by the Governing Body: April 2025

Updated: June 2025

Next Review date: March 2026

A Cashless School

Le Cateau will endeavour to be a cashless school with payments made via our Management Information System - Arbor. Such charges will include pupil meals, breakfast club, uniform sales, extra-curricular clubs, residential and educational visits, swimming sessions, adhoc nursery sessions, consumables and nursery snacks. Other payments will be set up on Arbor as and when is necessary.

Salary Sacrifice Schemes

Tax-Free Childcare Scheme / Sodexo Pluxee payments are accepted for childcare and include:

- Breakfast Club sessions
- Extra Curricular Clubs
- Ad hoc FS1 and Two Year Old nursery sessions

Any Tax Free Childcare credits that are unused will be re-credited to the parent/carer's Tax-Free Childcare account and not the parent/carer's personal bank account. Any credit can also be transferred to a qualifying cost. Qualified costs are any element of childcare charges which includes Breakfast Club, Extra Curriculum Clubs and ad hoc FS1 nursery and Two Year Old Provision costs.

Arbor Credits

Arbor Payments – any credits for Year 6 leavers will be either refunded or the credit transferred to a younger sibling. When other pupils leave; then parents/carers need to notify the school office to request a refund. If there is a credit on one account and unpaid debt is on another, then the school has the right to transfer the credit over and this will be communicated to the parent/carer.

Award Badges

Initial Award Badges are issued at no cost; additional badges are to be charged at £3.50. Replacement Ambassador Cards will also be charged at £3.00 per card.

Owing Debts

Failure to pay for all charges will result in correspondence being sent to the parent/carer plus a phone call from the School Office. The School Business Manager will monitor any outstanding debtors and further communication will be made to achieve payment. During the course of each week, ongoing debts will be chased by the School Office.

School meals will not be provided by school for any pupils whose level of meals debt exceeds £25. Parents and carers will be notified that a lunch provided from home will be required, unless the balance is paid off below the £25 limit. The School Office will be in communication with families when this happens and no pupil will go hungry.

If deemed necessary the NYC School Meal Arrears procedures will be followed for unpaid school lunches.

Educational Visits

In order to enrich the school's curriculum, children take part in educational visits. We also arrange for workshops/theatre groups etc to visit school. These may involve costs which cannot be funded from any other sources. Parents are asked to voluntarily contribute towards these costs, but if contributions are not possible, no child will be excluded from the activity. However, it may be necessary to cancel visits, or other events, if contributions do not cover the cost. Parents will always be informed of any arrangements. Cost is dependent on educational visit.

Parents can be charged for costs incurred in residential visits for board and lodging. Parents can request financial support to help cover the cost of residential visits. For sums over £35 an instalment method of payment will be applied.

Extra-Curricular Clubs

Some extra-curricular clubs are provided by external provider, which incur charges. Therefore, a charge will be calculated for pupils to attend these sessions to cover the costs of the external provider. Parents/carers will be notified of the costs before the club starts and payments will be made via Arbor. The costs will vary depending on the type of club and the costs charged to school by the club provider.

Swimming Costs

Parents are asked to make a contribution towards the cost of our swimming programme which can include Year 1 to Year 6 children. The charges cover costs to school for the teaching of the swimming and provision of transport. The costs are currently £6 for each session.

Charges for Lost Books

We levy a standard charge of £3 in order to cover the cost of any general books lost or damaged whilst in the care of the children at home. There is a charge of . £1 for lost or damaged reading record books

Photocopying Charges

Personal photocopying will be charged at 7p per A4 black and white copy and 15p per colour A4 copy. These charges will cover the cost of the copy, toner, photocopy rental and wear and tear on the machinery. These costs will also apply for any information requested under the Freedom of Information scheme.

Early Years – Deposits, Ad Hoc Sessions and Nursery Snack Fees

30 hours Funded Provision in EYFS – we will charge a 'holding fee' of £50 per EYFS pupil which will be refunded providing the child is on role at the termly Census Count. This is for pupils who are eligible for the 30 hour placement only. Payments are to be made by bank transfer to the Le Cateau School Fund Account and refunds will be made via a direct bank transfer.

If spaces allow, we will charge for any additional hours taken up in both the Foundation Stage 1 and Governor-Led Two Year Old Provision beyond the 15 hours funded by the Early Years Grant.

The fees are as follows:

- 45 minute lunch time between morning and afternoon sessions @ £2.10 currently and increasing to £2.30 from 3rd September 2025.
- Additional sessions in FS1 – charge by request.
- Additional session in the Governor-Led Two Year Old Provision is charged at £30 per session. This will be revised when necessary. These costs are communicated to all parents/carers when offering additional ad hoc spaces beyond the funded hours. School requires an upfront commitment of a half-term to ensure continuity with payments required in advance on a weekly basis.
- Paid sessions may need to be withdrawn or reduced if fixed funded nursery numbers increase.

Nursery Snacks in Early Years

Healthy and nutritious nursery snacks are charged for all nursery children at 10p per session. For children attending 15 hour AM or 15 hour PM sessions this is 50p per week. For pupils attending for the 30 hour sessions this is £1 per week. Charges are invoiced on Arbor.

See Parental Agreement for Early Years Provision for further information on all charges in our Early Years.

Loans of Devices and Charges

Loan of iPads and/or laptops to pupils – parents/carers are asked to sign an agreement before the item is loaned. The agreement states that if the iPad is lost, stolen or suffers from accidental damage, then the minimum cost liable will be £250.

There will also be a nominal charge for lost/damaged device, charging leads, mice, cases and protective sleeves. The current cost for a lost charger is £10. Other costs will be calculated on a case-by-case basis and parents/carers will be notified of a charge that will be payable to school for the replacement of the said item(s). The school also has the right to make a charge to damaged school property or equipment.

From this point forward, we will review the following charges on a regular basis and update parents/carers of any changes:

- Breakfast Club charges, both staff and parent/carer charges
- Swimming costs
- Transport costs
- School lunches prices
- Uniform charges
- FS1 Ad hoc sessions
- 2 Year Old Provision ad hoc sessions
- Nursery snack
- Extra Curricular Clubs

If any increases are agreed then a notice period of one full term will be given to all relevant stakeholders.