



Charging Policy and Remissions for School Activities

Date of Adoption: July 2025

Date of Renewal: July 2026

Introduction

This policy has been formulated in accordance with the Authority's guidance on Charging for School Activities and the DfE 'Charging or School Activities' May 2018.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing body of the school are responsible for determining the content of the policy and the Headteacher for the implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- An admission application to any state funded school – paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;

- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- Transport provided in connection with an educational visit;
- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Publication of Information

A copy of this policy will be included on the School website which will specify what charges are / are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

The Governing Body has agreed that charges will apply to the following:

- (i) insurance costs
 - (ii) activities
- a) Board and lodging on residential visits in the school hours, unless the parents are in receipt of relevant benefits (appendix 1) entitling them to exemption of these charges.
- b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
- (iii) travel
 - (iv) materials and equipment
 - (v) non-teaching staff costs
 - (vi) entrance fees
- c) Individual tuition or small group tuition in the playing of a musical instrument
- d) Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- e) Extra-curricular activities and school clubs
- f) Where a pupil or parent wishes to retain items produced as a result of art, craft, design or design technology, a charge may be levied for the cost of the materials used.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) school visits
- b) occasional events to enhance the curriculum

Whilst this is a voluntary contribution, these contributions must make up 90% of the cost of the visit in order for the visit to proceed. No pupil will be omitted from the activity because his/her parent was unable or unwilling to contribute.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Date of policy approval

Date of Policy Review

Policy approved (Chair of Finance Committee)

APPENDIX 1

Remissions

Children whose parents are in receipt of Pupil Premium are also be entitled to the remission of charges for board and lodging costs during residential school trips, the cost of some after school external clubs and musical instruments lessons.