



CHARGING POLICY

Plan Version & Issue Date	Version 2 September 2025
Date agreed by Full Governors	October 2025
Date of next review	September 2026
Person responsible for review	Sajna Begum

Aims

The objective of this policy is to ensure fairness and equity for all pupils in the school.

Sections 106- 111 and 117- 118 of the Education Reform Act relating to charges for school activities came into force on 1st April 1989. This legislation means, that in law, parents can only be asked for a voluntary contribution for any activity undertaken within normal school hours. The two main exceptions to this are board and lodging for residential trips and charges for individual or group music tuition.

Responsibility of the School

All educational materials normally required in school will be provided. If a child wishes to make an item requiring costly materials, a contribution may be sought before it is begun.

Educational Visits

For educational visits during the school day a voluntary contribution may be sought before the trip is organised. If sufficient support is not available the trip may be cancelled.

As required by legislation, visits will only incur a charge (for board and lodgings) when over 50% of the trip occurs outside school sessions (measured in half day units). Educational journeys of more than one day requiring board and lodging will, therefore, be charged for. For all other educational visits voluntary contributions only will be sought.

If enough voluntary contributions are not collected it may, on occasion, be necessary to cancel or postpone a visit.

Subsidies for Residential Visits

The school sets aside money from the delegated budget to subsidise the cost of education visits, school journeys and residential visits. We will agree to subsidise for the following reasons:

1. Educational visits are an important part of the school curriculum and children's learning and all children should be able to participate.
2. The school has high numbers of pupils eligible for free school meals.
3. The school is situated in an area of high deprivation.
4. Research shows that many of our families do not travel far from home.
5. Many of our families have more than 2 children at the school at any one time.

If a parent is unable to contribute the money requested for the school journey the Headteacher or relevant member of the senior leadership team will:

1. Meet with the parents to find out why they cannot fund the trip
2. Assess whether there are genuine circumstances which warrant a subsidy
3. If so, ask if the parents are able to contribute a smaller amount
4. Agree an amount together or agree to fully subsidise the place

Any request for parental contributions will be made by letter giving all relevant details well in advance.

Responsibility of the Parent/Carer

To provide all items of clothing, i.e. swimming costume/sports-wear.

To respond to the school's request to pay for wilful breakages or damage.

To make a contribution in cases of loss of school materials (e.g. books taken home).

Library books

From April 2020 any library books which are taken home and lost, by a child, will incur a £5 charge to reset their library account in order to allow them to borrow books again. This charge will be used towards buying a replacement book.

Activities this school charges for

- Breakfast Club
- School Journey
- Afterschool club

For regular activities, the charges for each activity will be determined by the governing board and reviewed in March each year. Parents will be informed of the charges for the coming year in April each year.

Counter signatory for Passport applications

Any requests submitted to the Headteacher to be a counter signatory for passport applications incurs a charge of £10 per document. The time frame for returning the paperwork is up to 2 weeks.

Nursery paid top up hours

For parents of Nursery children who are not eligible for the 30-hour funding code and wish for their child to attend full time. They can choose to pay the extra 15 hours top up.

The calculations below are on a standard 15 hours extra per week:

£8 per hour

£120 per week

£4560 per year

Payment is required a term in advance. The school will be unable to reimburse for any nonattendance/absences.