



CHARGING POLICY - January 2026

The Governing Body is required by law to publish a policy on charging for school activities. The Education Reform Act 1988 establishes the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time. Exceptions to this general rule are as follows:

1. Individual tuition in playing a musical instrument may be charged for provided that it is not part of the National Curriculum or part of the syllabus for a prescribed public examination. Fees for music tuition will be reviewed annually by the Resources & Personnel Committee and ratified by the Full Governing Body.
2. Where individual craft items, e.g. pottery, needlework, cookery are to be taken home, a charge may be requested towards materials/ingredients.
3. For all residential trips deemed to be within school hours, or part of the National Curriculum or part of the syllabus for the prescribed public examination, a charge for board and lodging will be requested.
4. Optional visits/activities occurring outside school hours may be charged in full.

The value of a school visit which is integrated within the curriculum is accepted educationally as being sound and good practice, offering the children a variety of experiences. In recent years, the school has organised many visits and will continue to do so in the future. However, financial educational resources available for such visits are very limited and therefore each visit must be cost effective. Within the Education Act, it is possible for schools to ask for voluntary contributions from parents.

The Governing Body has therefore approved the following:

1. Voluntary contributions may be invited from parents towards the cost of school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
2. School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the school syllabus.
3. Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher who will treat any such approach in the strictest confidence.
4. If insufficient voluntary contributions are received and the trip is considered by the Headteacher not to be financially viable, then it will be cancelled and any monies received will be refunded less charges incurred.
5. Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.
6. For residential visits, parents who receive state benefits can request financial assistance from the governors towards board and lodgings. It should be noted that the school cannot reclaim this amount from official sources.
7. The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application from the Headteacher. The Resources committee will be informed in general terms of the total provided for each activity.

DAMAGE TO SCHOOL PROPERTY

Within the school's disciplinary code compulsory charges may be made by the school for replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss occurring as a result of pupils' bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt. Unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt. Any amendments to this policy will be made if and when necessary.

LOST LIBRARY BOOKS

A charge will be made to cover the cost of replacing any lost library books.

LETTINGS/RENTS

The Governing Body annually reviews and sets charges for the hire and rent of school premises. The conditions of hiring and booking are laid down in the contract provided by the School Business Manager.

BREAKFAST CLUB

The Governing Body annually reviews and sets the charges for sessions at the breakfast club.

This Policy will be reviewed every 3 years by the Governing Body