



Charging Policy

November 2024

'...these three remain: faith, hope & love; and the greatest of these is love.' 1 Cor 13:13

Rooted in faith, family & friendship.
Growing in hope & aspiration.
Flourishing in love.

friendship ★ hope ★ compassion ★ forgiveness ★ trust ★ thankfulness



CHARGING POLICY

Date written:	November 2024
Date agreed by Governing Body:	December 2024
Chair of Governors:	Tom Woodlock
Headteacher:	Elizabeth Hindmarsh
Date of next review:	December 2025

This is informed by DfE guidance (2018)
[Charging for school activities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Philosophy

St Anne's CE Primary School recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Purpose

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions from parents. Without that financial support the school would find it impossible to maintain the quality and breadth of educational experiences provided for pupils.

Responsibilities

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

School Meals

Universal Free School Meals for Infants

From September 2014, every child in EYFS, Year 1 and Year 2 is offered a free school lunch. Parents are required to order these.

School Meals are provided at a cost of £2.50 per day from Farm Kitchen. Parents are required to order and pay for school meals directly with the hot school meal provider via their website.

Parents of Pupils in Years 4/5/6 may be entitled to claim free school meals for their child if they receive:

- Universal Credit, provided you have an annual net income of no more than £7400, as assessed by earnings from up to three of your most recent assessment periods
- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income (as assessed by HM Revenue & Customs) that does not exceed £16190
- The guaranteed element of Pension Credit

Voluntary Contributions

If an activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset. There is no obligation to make any contribution and no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled.

Swimming

The school organises swimming lessons for some children in Key Stages 1 and 2. These take place in school time and are part of the National Curriculum. We make a voluntary charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. Voluntary contributions are required for transport for the children to use the local swimming pool.

Optional Extras: We will make a charge for:

Day and part day educational visits

For visits during school time the Head teacher will invite voluntary contributions from parents/carers to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Pupils will not be treated differently according to whether or not their parents have made any contribution.

Residential visits (transport, board and lodging)

Parents will be charged for the full cost of the visit including travel, board and lodging, materials, equipment, tuition, entrance fees and insurance. Pupil Premium Funding may be used to contribute to the cost (up to the value of 50%) of the residential visit for pupils in receipt of Pupil Premium funding.

If there is a residential activity taking place largely during school time, or which meets the requirements of the national curriculum or religious education, no charge may be made either for the education or for the cost of travel. However voluntary contributions can be requested.

Transport

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).

Transport provided by the school in school hours must be provided free of charge (though a voluntary contribution can be requested).

Extended day services

Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions) is not considered an essential part of the National Curriculum, nor during school hours. This includes late collection from school or after-school clubs when childcare costs may be charged (see Late Collection Policy)

Instrumental music tuition

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not considered an essential part of the National Curriculum. Pupil Premium Funding may be used to contribute to the tuition (though not the instrument hire) for pupils in receipt of Pupil Premium Funding up to 50%.

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

We give parents information about additional music tuition at the start of each academic year.

Materials and equipment

No charge is made for materials and equipment used in curriculum time. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities (refer to Lettings Policy).

We can provide facilities that can be used by the local community, eg. out-of hours or holiday childcare. These facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated. We can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the school and or on community facilities.

Other Charges

The Headteacher or The Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

Calculating Charges

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity.

Breakages and Damages

The Headteacher is entitled to require parents to pay for the cost of damage caused by pupil's behaviour (e.g. breakage of a window, damage to furniture or another child's property). This also applies to lost, damaged or defaced books.

Remissions

In circumstances of family hardship that makes it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of family credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remissions will be made by the Head teacher and will be at his complete discretion but subject to guidance, if any, by the Local Governing Body. This may involve the school applying for financial support for such activities for any one of a number of local trusts.

Residential Trips

There is a charge for residential trips as these are not part of the National Curriculum. Payment is required for the cost of accommodation and meals, however there is no obligation to pay for transport and the cost of instruction, which is a voluntary contributions as the visit takes place in school time.

Withholding voluntary contributions may result in trips being cancelled as the school is unable to subsidise these events.

The breakdown of the charges for the Year 6 trip:

- 55% of the charge requires compulsory payment and is for board and lodgings
- 45% of the charge requires voluntary contributions and is for tuition
- Charges for transport require voluntary contributions and are reliant on the transport company's charge.

Schools can charge for board and lodging and the charge must not exceed the actual cost. Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found here [Apply for free school meals - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The costs involved in the remission of board and lodgings are to be borne by the school from their Pupil Premium funds.

Refunds for School Trips

Trip costs are calculated based on number of pupils attending. Therefore:

- a. If a pupil can be found to fill the place then all monies will be refunded with the exception of the deposit;
- b. If a pupil can be found but it will incur charges (eg. name change) the monies will be refunded minus these charges;



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c. If no pupil can be found then no monies will be refunded.

Arrangements for Monitoring and Evaluation

This policy will be reviewed annually by the Local Governing Body and may be amended as appropriate. Any eventuality not covered by this policy will be considered by the Head teacher and The Local Governing Body and a decision made in line with the LEA Policy of Charging.

Any questions or concerns regarding this policy should be made to:

Name: Elizabeth Hindmarsh

Role: Headteacher

Date: 14.11.2024