



## **Spaldwick Community Primary School Charging Policy**

**Person Responsible:** Headteacher, Governors  
**Review Date:** Annually  
**Distribution to:** All staff, Governors

Policy written September 2015 by Rachel Prior and agreed by Governors

**January 2020:** Policy reviewed by Louise Worrell and Governors  
Page 1 – addition of Year 3 for residential

**September 2018:** Policy reviewed by Louise Worrell and Governors  
**Next Review:** January 2022

## **Aims**

*The aim of this Policy is to follow the basic principle – that education should be free of charge if it takes place during school hours.*

## **Policy**

The Schools Governing Body is required by law to publish a policy on charging for school activities. The Education Act 1996 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 statement are as follows.

- Charges may be made for teaching either an individual pupil, or pupils in a group of up to four, to play musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.
- Where parents have indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- We organise a residential trip for children in Year 3 and 6. This trip falls within school time. For a residential activity taking place largely during school time, or essential to the education provided at the school, the contribution towards education or the cost of travel is voluntary. However, reasonable charges can be made for board and lodging will be charged.
- The school can charge parents, in full, for any non-residential trips or activities that occur mainly outside of school hours e.g. a late afternoon/evening trip to a theatre, weekend trips/activities etc.

Within the Education Act it is possible for schools to ask for voluntary contributions from parents. The Governing Body has therefore approved the following:

- Although we do not charge for most of our school-time activities, we invite parents to make a contribution towards the costs we incur for activities and transport. It may be necessary to state that the activity will not take place if parents are reluctant to support it. However, there is no obligation to contribute and registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request. No pupil will be left out of an activity because his/her parents cannot or will not make a contribution.
- We usually make a suggestion for the amount per child based on covering the costs of activities or transport. However, there is no limit on the level of voluntary contribution, which parents or others can make to school activities. Alternatively, parents could be asked to contribute towards part of the cost at the time of the visit or activity, and the rest could be met from other resources. For example, the PTA sometimes contribute to a percentage of the overall costs of an activity.
- In the event that insufficient contributions are received the school reserves the right to cancel and return monies paid.

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' behaviour contrary to described in Spaldwick Primary School's Positive Conduct policy.

Children whose parents are in receipt of certain 'support' payments may be eligible for further remissions. Please contact the Headteacher for information.

Parents who have contributed voluntarily to a day trip or day curriculum event may have a refund if their child is absent from school due to illness.