

St Luke's CE Primary School

Charging Policy

**Reviewed by Resources Committee, February 2024
Approved by Full Governors, March 2024**

To be next reviewed Spring 2026

St Luke's CE Primary School Charging Policy

1 Introduction

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 some individual or small-group music tuition which has been requested by parents. The intention of charging for visits/activities is to cover the cost and not to make a profit. This policy takes account of the DfE publication *Charging for School Activities: Departmental advice for governing bodies, school leaders, school staff and local authorities*, May 2018.

2 Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not: (a) part of the National Curriculum; (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school; (c) part of religious education
- board and lodgings on residential visits (subject to remission arrangements)
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours
- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers
- child care facilities

3 Free School Meals and Residential Visits

Where proof is provided that a child is currently eligible for free school meals, we will not charge for food and accommodation for residential visits. This cost will be taken from the pupil premium funding. Information about eligibility for free school meals can be found at <https://www.gov.uk/apply-free-school-meals> See also appendix to this policy.

4 Voluntary Contributions

41 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip. We do budget for a contingency fund to support families facing hardship. Parental requests for support from this fund are treated with confidence. If a trip goes ahead, it may include children whose parents have not paid

any contribution. We do not treat these children differently from any others.

- 42** Parents have a right to know how each trip is funded. A breakdown of costs is provided with the information letter about the visit and more detailed information is available on request.
- 43** The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:
- visits to museums and galleries;
 - sporting activities which require transport expenses beyond the school minibus;
 - outdoor adventurous activities;
 - visits to or by a theatre company or other live performances
 - residential visits
 - contribution to cost of DT projects so that your child can take home the finished product
- 44** On occasion, particularly on residential trips, costs have to be estimated at the time parents are asked for contributions. As a part of the audit of the school fund an analysis of any surplus/deficit on individual school trips will be undertaken. In the unlikely event that an individual trip has made a significant surplus (>5% or £5 per pupil, whichever is the greater) then this will be refunded to parents/carers provided that the pupil is still in attendance in the school. Smaller amounts will not be refunded due to the cost of administration involved. No deficits will be charged to parents/carers. Any overall net surplus/deficit will be used for the benefit of the school.

5 Music tuition

- 51** All children study music as part of the normal school curriculum and the school employs a peripatetic music teacher to work with some classes for part of their music curriculum. We do not charge parents and carers for this.
- 52** There is a charge for individual or small-group music tuition, which has been requested by parents, since this is an additional curriculum activity, and not part of the National Curriculum. Peripatetic music teachers teach these individual or small-group lessons and there is a termly charge. We give parents information about additional music tuition at the start of each academic year, based on anticipated uptake of lessons. No deficits will be charged to parents/carers. Any overall net surplus/deficit will be used for the benefit of the school.

6 Swimming

The school organises swimming lessons for all children, mainly focused on Y4 and Y5. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity.

7 Extra-curricular Activities

7.1 Where these are run by members of the school staff within their school role, we make no charge to parents/carers as the staff lead these sessions voluntarily. Occasionally there may be a charge for equipment or materials, eg cookery club, scrap-booking club.

7.2 Where sessions are run by teachers and/or coaches from outside of school, or coaches (who may also be members of staff, but operate businesses outside of their school commitment and offer sessions in school but outside of their paid time), charges will be passed on to parents/carers.

8 School minibus

Where children are transported in the minibus for a day or residential visit, this cost is included in the overall transport costs for the trip. These charges only cover the expenses of the trip, and do not make a profit. We do not charge if the mini-bus is used for an extra-curricular activity such as transporting a school team to an away game or a Maths Challenge event.

9 Refunds

If school is able to recoup the full cost or a percentage of the costs paid, these will be passed on to parents/carers of pupils who miss a visit through illness.

10 Monitoring and review

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.

Sharon Cowey
Headteacher

Appendix

Eligibility for free school meals

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022