

BILLINGHAY CHURCH OF ENGLAND PRIMARY SCHOOL
CHARGING POLICY
September 2025

Believe to achieve, empowering a community of hope and aspiration.

'Ask and it shall be given, seek and you will find, knock and the door will be opened.'

Matthew 7.7 ensures our community knows that with good attendance, hard work, determination and God's help they can open doors to a brighter future.

Our Vision statement:

Working together to raise aspirations, empowering a community of hope. We seek to develop resilient, curious and creative minds, inspiring everyone to shine bright and be positive members within our church school community.

We promote a culture of mutual respect between all the people who work in or visit our school. We aim to create an inclusive curriculum creating a culture where everyone can shine bright living well in their own skin and be happy for others. Our school is a place where everyone is able to flourish within a culture of love that accepts and forgives.

1. Introduction and Purpose of this Policy

- This policy sets out the procedures which Billingham Church of England Primary School will follow when dealing with charging for school activities.
- This policy has been written in line with the publication 'Charging for school activities', May 2018 from the Department for Education.

2. Rationale

- The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

3. Responsibility

- No charge can be made for admitting pupils to maintained schools. Education provided during school hours (the time when school is in session) must be free (with the exception being relating to musical tuition – see below). It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums etc during school hours.

4. Charges

- The school cannot charge for:
 - Education provided during school hours (including the supply of materials, books, instruments or other equipment);
 - Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
 - Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
 - Entry for a prescribed public examination, if the pupil has been prepared for it at school; and
 - Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. (However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.)
- The Governing Body reserves the right to make a charge in the following:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them. An example being the school may make a charge to cover the costs of materials/ingredients for subjects such as DT or cooking where the parents have indicated in advance that they would like their child to bring home the finished product;
 - Optional extras (see below);
 - Music and vocal tuition. Charges can be made for vocal or instrumental tuition provided either individually, or in groups of any size, as long as the tuition is provided at the request of the pupil's parent.
 - Certain early years provision;
 - Community facilities.
- Optional Extras. Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:
 - Education provided outside of school time that is not:
 - Part of the National Curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at school.
 - Part of religious education.
 - Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
 - 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);
 - Board and lodging for a pupil on a residential visit;
 - Extended day services offered to pupils (for example breakfast club, after school clubs, supervised homework sessions).
- In calculating the cost of optional extras an amount may be included in relation to:
 - any materials, books, instruments, or equipment provided in connection with the optional extra;
 - the cost of buildings and accommodation;
 - non-teaching staff;
 - teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
 - the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
 - 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 whose parents are unwilling or unable to pay the full charge.
 - Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
 - Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a pre-requisite for the provision of an optional extra where charges will be made.
 - A charge may be levied in respect of wilful damage, neglect or loss of school property including premises, furniture, equipment, books or materials. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
 - The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

5. Voluntary Contributions

- Schools can ask for voluntary contributions for the benefit of the school or any school activities.
- The Governing Body may ask parents/carers for a voluntary contribution towards the cost of: activities that take place wholly or mainly during school hours, school equipment, school funds generally.
- The contribution must be genuinely voluntarily, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Their child must still be given equal chance to go on the visit. There is no obligation towards any contribution.
- No pupil will be left out of an activity simply because their parents/carers are unwilling or unable to make a contribution of any kind.
- If an activity cannot be funded without voluntary contributions or where there are not enough voluntary contributions raised to fund an activity, then it will be cancelled.

6. Music Tuition

- 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.
- Charges can be made for vocal or instrumental tuition provided either individually, or in groups of any size, as long as 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.
- Charging may not be made if the teaching is an essential part of the national curriculum.
- No charge may be made in respect of a pupil who is looked after by a local authority.

7. Transport

- Schools cannot charge for:
 - transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
 - transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
 - transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
 - transport provided in connection with an educational visit.

8. Remission – what to do if you cannot afford an activity

- Parents on low incomes and in receipt of the benefits listed below can be supported by school when being asked for contributions towards the cost of a school activity.
- The Governing Body will remit the cost of board and lodging for any residential activity deemed to take place wholly or mainly within school hours where the parents/carers are in receipt of the benefits listed below.
- We align the eligibility criteria that entitle parents to the above to the Free School Meals eligibility criteria which are:
 - Universal Credit, provided your household income is less than £7,400 a year (after tax and not including any benefits you get).
 - Income Support.
 - Income-based Jobseeker's Allowance.
 - Income-related Employment and Support Allowance.
 - Support under Part 6 of the Immigration and Asylum Act 1999.
 - The guarantee element of Pension Credit.
 - Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC.
 - Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.

- In some circumstances, there may be cases of family hardship, which makes it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. The Headteacher, in consultation with the Governing Body, will make authorisation of remission.

9. Residential Visits

- Schools **cannot** charge for:
 - education provided on any visit that takes place during school hours;
 - education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- Schools **can** charge for:
 - board and lodging and the charge must not exceed the actual cost.

10. Education Partly During / Outside School Hours

- Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.
- If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.
- Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

11. Review

- The Headteacher and staff will review this policy in Term 1 2024. Any suggested amendments will be presented to the Governors for discussion at their first meeting of Term 1 2025.

