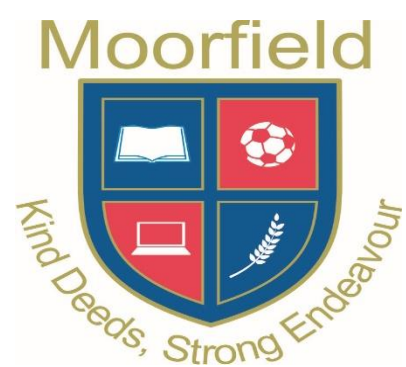




SCHOOL CHARGING POLICY

Author	Kathryn Heyes
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Reviewed	Annually
First Version	February 2012
Version	14

Moorfield Primary School Safeguarding Statement

“Moorfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment.”

Moorfield Primary School Equality Statement

“Moorfield Primary School promotes equal opportunities for all pupils, staff and service users. We ensure that all persons have equal access to the full range of opportunities provided by the school.

We celebrate diversity and actively encourage respect for all as well as promoting fairness and justice in the education that we provide.”

SCOPE

Children and young people have an entitlement to all aspects of education at Moorfield Primary School. The Governing Body makes a commitment to inclusion and provides a framework that does not discriminate between pupils because of their social background / vulnerability. This policy relates to the aspects of charging for curriculum activity.

AUTHORITY

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

This policy is a summary of that guidance.

STATEMENT OF POLICY

We aim to provide breadth and depth to the learning experiences on offer to our pupils at Moorfield. This often takes the form of visits or visitors, to provide additional stimulus / experience that would otherwise not be offered. In making our learning experience fun and enjoyable the Governors are committed to ensuring equal access for all pupils. This policy sets out how we will charge for such activity and support those in need of financial support.

AIM AND OBJECTIVES

- To provide guidance on chargeable / non-chargeable activity.
- To demonstrate an equal entitlement to all aspects of the curriculum.
- To provide financial assistance to those pupils needing it.

Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

Admission applications

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside school hours if it is part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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/carer

Entry for a prescribed public examination if the pupil has been prepared for it at the school

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school

Transport provided in connection with an educational visit

Residential visits

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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Where charges can be made

Below we set out what we **can** charge for:

Education

Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them

Optional extras (see section 6.2)

Music and vocal tuition, in limited circumstances (see section 6.3)

Certain early years provision

Community facilities

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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 LA or governing board has 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 (such as breakfast clubs, after-school and sports clubs, tea and supervised homework sessions)

When 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 (including supply teachers engaged specifically to provide the optional extra)
- 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

ADDITIONAL GUIDANCE

Individual school Governing Bodies are obliged to determine and review a policy for charging for school activities. Moorfield's Governors have agreed the following policy in respect of charging:

- 1.1 School trips to theatres, museums etc are a valuable part of any child's learning. A child can absorb atmosphere, talk to specialists, and use specialist equipment not normally available in school. The Governors and staff feel that children would lose beneficial experiences if trips and visits ceased.

Visits off the school premises are an important element of curriculum provision at Moorfield Primary School.

- 1.2 The school fund and LMS budget do not, and cannot, finance such visits and visitor experiences. The only way that such opportunities can continue is if parental donations are forthcoming.
- 1.3 Children whose parents / carers do not make voluntary donations will not be singularly excluded from any proposed trip or visit or activity. ***Those children entitled to Pupil Premium will be supported in their participation of activities requiring payment where appropriate; parents of pupils eligible for Pupil Premium are at liberty to request additional financial support.*** The school holds an obligation to offer financial support to parents / carers in cases where it is known that a child will otherwise miss out.
- 1.4 Each visit / experience will be taken on its merits. A request will be made to each parent / carer to donate an amount equivalent to the precise cost of each activity / visit / experience using the attached standard letter. If donations are not forthcoming or all but a small percentage of donations are sent, the Headteacher will cancel that particular activity.
- 1.5 The definition of "small percentage" is flexible and will vary according to the cost of a particular trip or activity. The school will be able to subsidise non-payment of an inexpensive trip in as much as each non-payment will not cost the school too much. In this case, there can be a high tolerance of non-payment before any trip is cancelled (this supports paragraphs 1 - 3).
- 1.6 The reverse is true if a proposed activity is relatively expensive and therefore the school cannot bear the cost of non-payment. In both 1.5 and 1.6, the Headteacher will use his / her discretion in bearing the cost of non-payment.
- 1.7 When planning visits / experiences for children, teachers should be mindful of the cost and should, where feasible, plan joint visits with other classes to bring in economies of scale. It is the teacher's responsibility to cost out the proposed visit and refer such cost to the Headteacher before requesting donations.
- 1.8 The Office Manager is responsible for recording payment of donations. Every care must be taken to prevent public identification of those children whose parents' / carers' donations have not been forthcoming.
- 1.9 Children who are absent on the day of a particular activity will be fully reimbursed for any donations made.
- 2.1 Education at Moorfield will be free of charge for all pupils if it takes place wholly or mainly during school hours and is an activity necessary to fulfil the obligations and requirements of the National Curriculum.
- 3.1 Charges will not be levied for any materials or ingredients used by children in school. However, voluntary donations will be requested of parents / carers for such things as baking ingredients. In all cases paragraph 1.3 applies.
- 4.1 Charging will not occur for class music tuition or group musical activities within school hours. However, where individual tuition in the playing of any musical instrument is available to pupils then a charge may be made. This applies to those pupils involved in the Halton and Warrington music scheme.
- 5.1.1 Where activities involve pupils in residential visits of at least one night's stay, consideration is given as to whether the activity will take place wholly or mainly in school hours. (The terms of the Act make the distinction clear and this will determine what charges may be made). If a trip does not fall mainly in school hours all charges including board and lodging may be made. Children dropping out at the last minute may be liable for full costs if insurance does not cover the situation (i.e. medical).

Where a residential trip does fall in school hours, board and lodging charges* may not be made to parents in the following circumstances.

- Those entitled to Pupil Premium
- Those in receipt of Family Tax Credit
- Those in receipt of Job Seekers Allowance
- Those in receipt of Income Support
- Those in receipt of Asylum Seekers Allowance

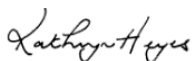
* (board and lodging fees for families in receipt of the afore mentioned allowances will have to be met from the school budget or from fund raising activities prior to the trip)

- 6.1 Swimming is an important element of the KS2 curriculum. The school will continue to part fund swimming arrangements for Years 3, 4, 5 and 6 since these lessons continue wholly within school hours. However, Governors will request donations for transport. There will be no charge for swimming tuition as the provisions of paragraph 1.3 still apply.
- 6.2 Parental / carer donation are recorded in the office, payment cards, if requested, act as a receipt for money paid for school trips. Electronic payments are requested for all trips and events, where possible. Low cost events may be paid in cash as online transaction charges may prove prohibitive.
- 6.3 School Gateway charges - The School Gateway charges 1.36% per transaction for online payments. This cost will be included when requesting donations for trips. There is no administration fee for payments in cash.

SUPPORTING DOCUMENTATION

- Education Act 1996
- Teaching & Learning Policy
- Learning Outside the Classroom Policy
- Single Equity Policy and associated suite of policies

Signed (Head Teacher):



Date: 21st September 2026

Signed (Chair of Governors):



Date: 21st September 2026

APPENDIX 1- example

Moorfield Primary School

Tel: 0151-424-3108

Dear Parent

As part of the classes work this term, I would like to take them on an educational visit. The follow-up work will provide children with a variety of curriculum work including Mathematics, Language, History, Science, and Geography, and give the children a real life experience as opposed to a textbook experience.

In line with the school's Charging Policy, the only way the trip can be financed is for parents to make a voluntary contribution to the school fund. If donations are not forthcoming, the visit will have to be cancelled as school funds are not set aside for trips. I feel you are all aware of the advantages of such trips and I hope you will be willing to contribute.

If you would like help in making a contribution and would like to speak to the Headteacher to seek financial support, please make an appointment to discuss your needs.

The details of the expedition are as follows:

Date of trip:

Cost of trip:

Date of Final Payment:

Destination:

Departure Time:

Return Time:

Requirements:

Please complete, tear off, and return the attached slip with your donation as soon as possible. (all cheques should be made payable to Moorfield Primary school).

Yours faithfully,

Class Teacher

I enclose a donation of £ for my child's trip to on

Name of Child Class