

SCHOOL CHARGING POLICY

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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

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by Local Authorities 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.

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 Administration Officer 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.

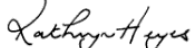
- Those entitled to Pupil Premium
- Those in receipt of Family Tax Credit
- Those in receipt of Job Seekers Allowance
- Those in receipt of Income Support
- Those in receipt of Asylum Seekers Allowance

* (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 act as a receipt for money paid for school trips.
- 6.3 School Gateway charges - The School Gateway charges 1.27% 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: 29th September 2025

Signed (Chair of Governors):



Date: 29th September 2025

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