

Forest Glade Primary School



Charges, Voluntary Contributions and Remission Charges Policy

To Be reviewed September 2026



Background

Key documents providing more detailed information on charging for school activities include:

- DES Circular 2/89 Charges for School Activities (DfES Publications)
- DFE letter of 22 September 1993 to all LEAs and maintained schools in England about charging for instrumental music tuition in maintained schools
- DfE letter of 17 September 1996 on Jobseeker's Allowance: Free School Meals and Milk and the Remission of Fees and Charges.

Aims

- It is essential to recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils education which contributes towards continually improving standards of teaching & learning.
- Provide innovative, creative & challenging teaching than can be as a result of such opportunities
- Provide a broad and balanced curriculum where variety and equal opportunity for all pupils is evident and encourages and develops responsible behaviour towards our future environments.
- To enable all pupils to take full advantage of the activities provided by the school.

General

In general, no charge can be made for admitting pupils to maintained or academy schools. Where education is provided wholly or mainly during school hours, it should be **free**. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

Voluntary Contributions

Head teachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally

It is the policy of this governing body, that for curriculum activities during and out of school hours, parents should be asked to make a contribution for activities which can only be provided if there is sufficient voluntary funding, such as:-

- The cost of transport to and from a visit.
- The cost of admission to a visit.
- The cost of instruction at swimming where the instructor has to be purchased by the school.
- The engagement of staff specifically for providing an activity/specialist instruction.
- The cost of ingredients/materials used in a project if parents have indicated in advance that they wish to keep the completed product.

- All pupils in the designated classes or groups will participate in such activities.
- No pupil will be excluded or treated differently if his/her parents are unable to make a contribution.
- The school budget may subsidise an activity where there is a short fall occasioned by insufficient income from voluntary contribution, this may include Pupil Premium monies

Residential Visits

- Pupil Premium monies may be used to support eligible children
- Parents will be informed of this each time pupils are invited to take part in a residential visit.
- A charge may be levied for board and lodging on residential visits.
- Where charges are made for a residential visit which takes place during school hours cases of financial support will be considered on an individual basis

Optional Extras Outside School Hours

- Charges may be levied for optional extras outside school hours.
- Charges will not exceed the actual cost of the individual pupils' participation. This 'cost' can include insurance and accounting costs.

Individual Music Provision

- Individual music tuition which is part of the National Curriculum is provided free. Pupil premium is used where appropriate for individual children and sometimes groups
- Any school independent scheme may take place during school hours for which fees are charged.

Charges for Materials

- Where parents have indicated in advance that they wish to own a finished product a charge may be made for ingredients or materials.
- Parents are expected to provide school uniform, games, swimming and P.E. kit.
- No pupil or parent is required to pay for, or supply, any materials, books, instruments, or other equipment in connection with the school activity unless it is an optional extra.

Breakages and Damage

- Parents may be asked to pay for damage to school property or equipment where this is the result of a pupil's behaviour

Charges for Individual Pupils

1. Charges for individual pupils may not:

- exceed the actual cost of providing the activity divided by the number of pupils willing to participate.
- preclude an element of subsidy for pupils whose parents wish them to participate, but are unwilling or unable to pay.

2. Children should not be treated differently according to whether their parents have made a contribution.
3. Parents will be informed of the level of contribution and whether the activity can take place if parents are reluctant to support it financially.
4. Extra curricular activities will be charged fully to the parents unless other funds are available.

It is the policy of the governing body to delegate to the Chair and the Head Teacher the determination of any individual case arising from the implementation of this policy.

The school will make every effort to consider an exception on a payment, you would normally expect to receive under our charging policy. For example this may be due to a family suddenly experiencing redundancy or any other change in financial circumstances.

Authority for the day to day management of this policy will be devolved to the Head Teacher.

This policy will be reviewed every three years with an annual review of charging levels with respect to our budget.