



Brandling Primary School

Charging Policy 2025

Policy adopted November 2025
Policy to be reviewed November 2026

BRANDLING PRIMARY SCHOOL CHARGING POLICY

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents at Brandling Primary School.

Responsibilities

The Governing Body of Brandling Primary School is responsible for determining the content of the policy and the Head teacher for implementation. The Headteacher will consider any determinations with respect to individual parents.

Prohibition of Charges

The Governing Body of Brandling Primary School recognises that the legislation prohibits charges for the following:

- 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, 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 trip;
- 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 education authority has arranged for pupils to be educate
- transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents. The policy will be available for all parents/carers to examine in the school office.

Charges

- (a) organised activities and board and lodging on residential visits (not to exceed the costs)

- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
 - (vi) replacement materials in order for a child to keep a model they have made.
- (c) any other education, transport or examination fee unless charges are specifically prohibited
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils eg. Books, computers
- (e) extra-curricular activities and school clubs.
- (f) Lettings for use of the school by other organisations.

Remissions and reductions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission or reduction of charges for board and lodging costs during residential school trips. A charge will be made for other elements of a residential visit. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit.

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) School visits
- b) Activities not directly linked to National Curriculum in school
- c) Residential visits

The terms of any request made to parents will specify that it is a request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay.

- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) that the interests of the child will always be paramount in any decision made.
- d) that if an activity cannot be funded without voluntary contribution the school will let parents know at the outset.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Subsidise the visit
- Subsidise theatre companies
- Pay for prizes/extras linked to visit or visitors

Other consideration

- Consideration will be given to the proportion of the cost where a charge is to be made. This charge is determined by the head teacher in consideration with staff.
- The head teacher will determine the level of support from school budget/funds where the level of voluntary contributions is insufficient to fund the activity.
- The head teacher will be able to approach parents who continually choose not to support the school because of their unwillingness to contribute, to ascertain the reason.
- The impact upon the education of all pupils where some parents fail to pay the charge levied by the school.
- A savings club will be made available to families to help ease any financial burden.
- The head teacher will have the discretion to make additional subsidies or arrangements on individual merit if parents indicate any particular mitigating circumstances.

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