Charging policy

St Agnes C of E Primary School

Approved by:	Mrs Sue Gittins
Last reviewed on:	September 2026
Next review due by:	September 2027

CHARGING POLICY

Our Vision and Mission Statement

'Learning together in God's Love'

Our Christian Vision
St Agnes is an inclusive Christian family, we want our children to:

- Learn together with respect, patience and kindness
- Treat each other as they would like to be treated (Matthew 7v12)
- Flourish in education and friendships
- Live life in all its fullness (John 10v10)
- Be proud of themselves and others
- Ensure everyone is treated equally

Through the range of experiences we offer to all our pupils we encourage an understanding of the meaning and importance of faith and promote all the Christian Values. We particularly focus on Responsibility, Creativity, Forgiveness, Perseverance, Hope, Thankfulness and Friendship. These Christian values form the basis of our vision and are embedded throughout our school life and underpin all our teaching.
St Agnes is a small school that supports our community by providing an education of the highest quality within the context of Christian belief and practice. We work closely with our families to ensure they are fully supported and cared for.
We expect everyone at St Agnes C of E Voluntary Aided Primary School to follow 'The Great Expectations' –

Be Safe
Be in the right place at the right time
Do your best
Handle your emotions
Use appropriate language
Cooperate
Respect everyone and everything

Introduction

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

Rationale

The policy states the objectives of the charging provisions laid down in the 1996 Education Act which are:

- to maintain the right of free school education;
- to establish that activities offered mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;

- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the LA and schools the discretion to charge for optional activities provided wholly or mainly out of school hours; and
- to confirm the right of the LA and schools to invite voluntary contributions for the benefit of the school. Or in support of any activity organised by the school, whether during or outside school hours.

Equality Statement

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

Education

The Curriculum at St. Agnes Primary School will be delivered without charge. The school recognises that the curriculum may be enriched by activities and materials which could not be made freely available within the scope of existing resources and these activities and materials will only be available if sufficient voluntary contributions are available from parents.

No charge will be made for a pupil's entry into a public examination or any other examination for which a pupil has been prepared as part of the school curriculum. Parents will however, having signified their agreement to such entries, be responsible for the fees for examination which the pupil fails to attend except by reason of sickness.

Voluntary contributions

- When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

- If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide
education directly related to the National Curriculum, we do not make any charge for the education of the children. However, we do make a charge to cover the costs of board and lodging.
Parents who receive one of the following support payments will, in addition to having a free school
meal entitlement, are entitled to the remission of charges for board and lodgings. 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

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum.
The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition, when they occur.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Clubs

Charges are also made for cookery, craft and other such activities and clubs, where the finished product is taken home, and for some after school clubs to cover the cost of materials or instructors expenses.

Remissions Policy:
There will be no charge for board and lodgings for pupils whose parents/carers are receiving
are receiving income support, income based job seeker's allowance, family credit or disability

working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remissions arrangements will be made clear when parents are informed of charged for individual activities.

Additional Costs

Charges may be made in cases of wilful or negligent damage caused.

Data Protection Statement
The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration / Admissions Data	Name D.O.B. Address Telephone Medical Issues Parental Details	Legally Required To For Admission To School Well-Being of Your Child Communication	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System Paper Version is Shredded	Held On File Throughout Child's Time At School Passed Onto New School When Moving Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
✓		