

Introduction

At Grange Primary School we offer a broad and balanced curriculum, supported by access to both on and off-site activities. We also offer a range of extra-curricular activities, including clubs and residential visits.

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Contributions

1.1 Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

1.2 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.

1.3 The following is a list of additional activities, organised 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 or by a theatre company
- visiting speakers to the school
- school trips abroad
- musical events

We will inform parents of the full cost of any school visit/activity and in some circumstances eg: Pupil Premium Pupils, the school will subsidise the cost of the trip/activity.

Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, guidance in points 1.1 and 1.2 above apply. If

the residential visit is mainly out of school time i.e. holidays or weekends, governors reserve the right to withdraw a place from a child who is unable to make part or whole payment. Governors will consider each such case individually.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There may be a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. Should we make a charge for these lessons, parents who feel unable to pay due to financial constraints may apply for financial support with payment. If there are opportunities for this, we will give parents and pupils information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. We therefore 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.

Coaching

Sometimes the school may offer additional coaching after school. Where a qualified coach, who is not a member of the school staff, runs and organises these sessions, there may be a charge. Other sessions led by staff will be offered to pupils free of charge.

Other Charges

The school reserves the right to charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them,
- breakages and replacements as a result of damages caused wilfully or negligently by pupils, including books and equipment,
- providing additional copies of reports / records which have been previously distributed,
- disbursements associated with providing information under the Freedom of Information Act, for example photocopying and postage,
- optional extras, and music and vocal tuition, either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles), if the teaching is not an essential part of either the National Curriculum the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Optional extras

Breakfast Club

Following guidelines from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed as required. At the time of this policy the cost is £2.80 per day.

Clubs

We have many clubs that run at different times of the year after school which provide a rich and varied programme of activities. They may be run by individuals or organisations and could be charged for. Advance notice is given to parents/carers of what is available and the cost, if any, for each session/term. Any cost will be used to pay for resources that are needed to run the club.

Voluntary contributions

Some activities for which the school may ask parents for voluntary contributions include: visits from professionals including authors, performers, activity days and workshops as part of trips.

No child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it may be cancelled. The school will make parents aware of a possible cancellation in the information sent to parents.

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. At times the school may pay additional costs in order to support the visit but if insufficient funds are raised the trip or event may be cancelled. Parents have a right to know how each trip is funded. The school provides information on request (No individual circumstances are disclosed).

Remission of Charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of:

- **Income support**
- **Income based jobseekers allowance**

- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the sum given in the Revenue and Customs rules.
- Guaranteed State Pension
- Parents who have applied and qualified for Pupil Premium

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking in to account as to whether additional help is justified. Please speak to the School Business Manager for further information.

Monitoring and Review

This policy is monitored by the governing body, and will be reviewed annually.

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

Date ratified by the Governing Body:

Mar 2026

Next review date:

Mar 2027

Virtually Signed (Chair of Governors):

Mr S Ryley

Date: Mar 2026