



Written and Reviewed by E Black: September 2026

Next Review: September 2027

Policy Statement

1. The School is an organisation with a Christian foundation, with the vision 'Nurtured, Cherished and Inspired for Fullness of Life'.
2. The School recognises the valuable contribution that the wide range of additional activities, including clubs, out of school visits, residential trips and other experiences can make towards pupils' all-round education, contributing to their personal, social, moral and spiritual development.
3. Purpose & Scope: This policy is intended to provide guidance to Local Governing Bodies, and all teaching and support staff regarding charging for specific activities, such as trips and visits.

Statement of Intent

Coberley C of E Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Legal Framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- Maintained School Governance guide
- Our 'Funding Agreement'

Charging for Education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, tablet computers, where the child's parents desire their child to own them
- Optional extras (see details below)
- Music and vocational tuition (in certain circumstances)
- Use of community facilities
- Certain early years provision (see 6.1)

Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not part of the National Curriculum
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast, after school clubs, tea and supervised homework sessions.)
- Extra-curricular music lessons.

Examination fees

4.1. We may charge for examination fees if:

- If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Local Governing Body may seek to recover the fee from the parent/carer;
- There may be a charge for examination entry where there is a request from the parent/carer for additional subject entries or resits.

Voluntary contributions

5.1. Within the Education Act it is permissible for schools to ask for voluntary contributions from parents for school trips, visits and practical activities that enhance pupils' learning and broaden their experience. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available. Examples where parents may be asked for a voluntary contribution include:

- Swimming
- Non-residential school trips
- Enrichment activities
- Some extra – curricular clubs or activities after school

5.2. No child will be excluded from an activity simply because their parents are unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

5.3. In certain circumstances the option to pay in instalments will be offered.

Charges

6.1. The Governing Body reserves the right to make a charge in the following circumstances: - Breakfast and Afterschool Club. The scale of charges will be approved by the Governing Body on an annual basis.

Damaged or lost items

7.1. Coberley C of E Primary School may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

Remissions

8.1. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the amount currently in force.
- The guarantee element of State Pension Credit
- An income related employment and support allowance

8.2. The Governing Body may remit charges in full or in part to other parents after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Governors.

Monitoring and review

9.1. This policy will be reviewed annually.

References

1.DFE Guidance on charging for school activities

<https://www.gov.uk/government/publications/charging-for-school-activities>

2. List of benefits qualifying for free school meals and providing exemption from paying the costs of residential visits' children's food and accommodation.

<https://www.gov.uk/apply-free-school-meals>

3. Applying for free school meals Parents/carers should initially apply for free school meals via the Gloucester County council citizen portal: <https://emsonline.gloucestershire.gov.uk/CitizenPortal/en>