



# Preston Grange Primary School

## Policy for Charging March 2023

Adopted by Governors: March 2023  
Review date: May 2026

# Charging Policy

## 1 Introduction

- 1.1 At Preston Grange Primary School, we believe the children benefit from outside visits, journeys, visitors and extra-curricular activities in sport and the creative arts. We follow government regulations on charging. When an event takes place during school time, we ask families of children benefiting to share the cost. We request voluntary contributions, but if we do not receive enough to cover the cost, plans may be cancelled.

## 2 Aims and Objectives

- 2.1 The aims of this policy will:
- set out what the school will not charge for, what we will make a charge for or request a voluntary contribution from parents/carers;
  - clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

## 3 Voluntary contributions

- 3.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. 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 or carers have not paid any contribution. We do not treat these children differently from any others.
- 3.2 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 and carers have a right to know how each trip is funded, and the school provides this information.
- 3.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive:
- visits to museums;
  - field trips and research visits;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips abroad;
  - musical events.

## 4 Residential visits

- 4.1 Government regulations allow us to charge for the cost of board and lodgings for children on a residential visit. The charge must not exceed the actual cost and the school never charges more than the shared amount for all trips. However, we do suggest a voluntary contribution to cover the costs of board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through

these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

## **5 Music tuition**

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2 There is 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 lessons are taught by peripatetic music teachers. Parents make payments directly to the peripatetic teachers. We give parents and carers information about additional music tuition at the start of each academic year.

## **6 Swimming**

- 6.1 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, but we do ask for a voluntary contribution from parents and carers to cover the cost of transport. We inform parents and carers when these lessons are to take place.

## **7 After school clubs**

- 7.1 We run a wide range of after-school clubs each half term. The cost of these include; resources, materials and external coaches. On some occasions, in order to widen the range of opportunities that we offer our children, we secure the support of outside coaches. For children attending these sessions, parents will be asked to pay for the course of sessions in advance.

## **8 Remission of charges**

- 8.1 No child is barred from attending an event because his/her parents have not contributed. Families eligible for benefits (including Pupil Premium), or others the Headteacher determines are having financial hardship, are not expected or pressurised to pay. Alternatively, parents are offered the opportunity to pay in instalments to make the cost of a visit more manageable. We keep such information confidential and handle situations discretely.

## **9 Visitors/Class visits**

- 9.1 We do not want any child to miss these valuable experiences of visitors coming into the class. The school fund or Friends of Preston Grange subsidises the cost wherever possible, so that the whole class can benefit.

## **10 Monitoring and review**

- 10.1 This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary.