



# **Greenfields Primary School**

## **Charging Policy**

## Approval

<b>Signed by Head teacher / Chair</b>	
<b>Date of approval</b>	September 2025
<b>Date of review</b>	September 2027

At Greenfields we know that a wide range of additional activities, including trips, clubs and residential experiences makes a valuable contribution and enrich the education we provide for our children.

We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

All education during school hours is free. We do not charge for any core activities undertaken as part of the National Curriculum.

### **Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and add breadth to the educational experience of our children, the school invites parents to contribute to the cost of the trip. All contributions towards the cost of transportation are voluntary, whilst entrance fees that the school incurs are a legitimate expense which the school is allowed to insist on payment for. If we do not receive sufficient voluntary contributions towards transport or costs of entry, 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, however, if so many children do not make contributions to make the trip financially unviable, we do reserve the right to cancel the trip. Sometimes the school pays additional costs in order to support the visit and keep the voluntary contributions to a minimum. Parents have a right to know how each trip is funded and the school will provide this information on request.

The following is a list of activities organised by the school which require voluntary contributions from parents. This list is not exhaustive.

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- theatre visits
- school trips

- musical events
- specialist coaching
- visiting groups providing in school experiences
- residential trips

As a school we arrange for a great many events to take place in school such as theatre groups, workshops, dance and PE experiences. As a general rule we ask parents to make a minimal contributions to these activities, when they are not part of the National Curriculum, but do benefit the educational experiences of the children.

### **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, we do not make a charge for the education expenses. However, we do make a charge to cover the costs of board and lodging and travel. Parents who receive certain state benefits (see under Remissions) may be asked for a reduced payment.

### **Music tuition**

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

There is a charge for individual or group 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. Parents in receipt of certain state benefits (see under Remissions) may apply for a discount. We give parents information about additional music tuition at the start of each academic year.

### **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 but chose to space lessons over a two year block and split the cost of the second year over both years so swimming costs are minimal, so rather than pay 100% of the cost in the second year, we ask for 50% of one year in year 1, and 50% in year 2. We ask for a modest contribution towards costs. We inform parents when these lessons are to take place and we ask parents for their permission for their child to take part in swimming lessons.

### **Discounted Payments**

In order to remove financial barriers from disadvantaged pupils' a discount of costs for a chargeable activity will be made for children whose parent /carer is in receipt of certain state benefits (see below). Discounts of costs for other children will be considered on request. Parents are asked to come in to speak to the office to arrange a meeting with Mrs Day discuss options.

Criteria for qualification for reduced amounts are given to parents/carers in receipt of:

- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

### **Wrap Around provision**

This is provided by the school and is paid in advance on Arbor. Before School Club costs £3.00 per session and After School club costs £12 until 5.30pm. Should a parent be late in collecting after 5.30pm a £5 late fee for every 10 minutes will be added to cover staffing costs.

### **Payments**

All payments for trips, and any online charges are paid through our school payment and MIS system Arbor. An administration fee of 30p is added to the cost of all trips for this service, and will be added to the cost of the trips. School cannot take cash payments for any money due to the school.

### **Policy Review**

This policy will be reviewed in September 2027 or earlier if the school's statutory duties change.

**The DFE** publish advice on charging for school activities and this document can be found online at [www.education.gov.uk/aboutdfe/advice](http://www.education.gov.uk/aboutdfe/advice)

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