

LINGEY HOUSE PRIMARY SCHOOL

HEADTEACHER: MRS C WILKINSON



Charging Policy

Sept 2025 – Sept 2026

CHARGING POLICY FOR LINGEY HOUSE PRIMARY SCHOOL

Principles

We are committed to **providing** a free, high-quality education for all pupils.

We aim to:

- **Ensure access to a free education.** No charges will be made for activities that are part of the National Curriculum, statutory religious education, or in preparation for prescribed examinations during school hours.
- **Promote equality of access.** Activities taking place wholly or mainly during normal school hours will be available to all pupils, regardless of their parents' financial circumstances.
- **Use discretion in charging.** While there is no statutory requirement to charge for education, the school may choose to charge for optional activities that take place wholly or mainly outside school hours.
- **Invite voluntary contributions.** The school will seek voluntary contributions to enhance learning experiences both during and outside the school day.

Practices

To support the above principles, the school will operate the following procedures:

Voluntary Contributions

- Parents will be asked to make **voluntary contributions** towards the cost of trips, activities, or resources.
- No child will be excluded from an activity due to inability or unwillingness to contribute.
- Where voluntary contributions do not meet the total cost and the activity cannot be funded from other sources, it may be cancelled.

Chargeable Activities

The school will charge for the following:

- **Non-residential activities** taking place outside school hours (more than 50% of the activity occurs out of school hours). Charges will include:

- Travel
- Entrance fees
- Insurance
- Materials and equipment
- Staffing specifically engaged for the activity
- **Residential visits:**
 - Where a residential trip is deemed to take place **outside school hours**, charges will apply for board, lodging, and activity costs.
 - A trip is considered outside school hours if the number of school sessions missed is less than half of the total number of half-days taken by the trip.
- **Materials/ingredients:**
 - Where parents wish to own the finished product in subjects like Design & Technology or Food Technology, a charge will be made to cover the cost of materials or ingredients.
- **Damage or loss:**
 - Parents may be charged for the cost of **replacing or repairing** items such as damaged books, broken equipment, or deliberate damage to school property (e.g., graffiti, broken windows).
- **After School Clubs/Sports Clubs**
 - There will be a small fee of £5 for five weeks of after-school club attendance. Clubs that require additional resources, such as Cooking Club, may have a slightly higher fee to cover the cost of materials.

Remissions

Charges for **board and lodging** on residential visits during school time may be remitted in full or in part for pupils whose parents or carers receive one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (with no entitlement to Working Tax Credit and annual gross income not exceeding £16,190)
- Working Tax Credit 'run-on' payment
- Universal Credit – with a net annual income below £7,400 (after tax, excluding benefits)

Remissions do not apply to charges for activities wholly outside school hours unless the activity is required as part of a public examination syllabus,

forms part of the National Curriculum, or is part of the school's duty to provide Religious Education.

Lettings

- The school may allow its facilities to be hired by external organisations or individuals. All aspects of lettings, including setting fees, invoicing, and associated costs (e.g., caretaker overtime), will be managed directly by the school.

Monitoring and Review

This policy will be reviewed annually by the governing body and updated as necessary to ensure it reflects current guidance and school practices.

Written: September 2025

Review: September 2026

Approved: Resources, Finance and Staffing Committee on 7 October 2025