



***High Aspirations, Moral Strength, Spiritual Depth***

**INTRODUCTION**

We are committed to providing quality education based on equality of opportunity and access. In practice this means that pupils have an entitlement to benefit from all education activities. No charge can be made for admitting pupils to maintained schools.

All activities, events and visits are designed to complement our curriculum and to support the development of the children in line with our stated educational aims and values. Such events will be educational in content and closely linked to work being undertaken in the classroom within the boundaries of the National Curriculum. They are programmed to take place at a time when maximum benefit to classroom activities can be achieved.

The purpose of this Charging Policy is to describe how we will do our best to ensure a good range of activities and visits is offered whilst trying to minimise the financial barriers which may prevent some pupils from taking full advantage of these opportunities.

**No charges will be made for:**

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Charges may be made for:

**Educational Visits and extra-curricular activities**

We believe that education and residential visits, and other extra-curricular activities play an important part in the delivery of the National Curriculum and have a large impact on the children's educational and social development.

However, it is not always possible to cover these additional activities within the resources ordinarily available to the school and so a voluntary contribution may be requested for such activities. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. In the event that there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

**In School Hours Educational Opportunities**

We believe that young children derive great pleasure from visits out of school, visits to school by speakers, entertainers and in-house activities. Such activities enrich the curriculum and enable the children to learn from first hand experiences. The school will arrange activities of this nature. No charge is made for these activities, although voluntary contributions may be sought from the parents. From time to time children may use the cooking and art & technology facilities within the school. Where an item is to be taken home, a small voluntary contribution may be requested.



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**Residential Activities**

All of our residential activities take place largely during school time or are connected to the National Curriculum. In these instances no charge may be made either for the educational activities. However, charges will be made for board and lodgings.

***However pupils whose parents are in receipt of certain benefits (see Remissions below) may not be charged for trips or extra-curricular activities and board and lodging costs.***

Parents will be asked to make a voluntary contribution towards the educational and travel costs of the residential visit. The head teacher will, however, advise all parents of the right for exemption from all charges if they are receiving the benefits in the Remission section below.

***The external Board of Trustees for Andrews Endowed School may consider hardship cases on an individual basis. Please see the head teacher for further information.***

**Musical Instrument Tuition (KS2 only)**

Charges are made for teaching either an individual pupil or small groups to play a musical instrument if the teaching is not an essential part of the National Curriculum. The school uses the Hampshire Music Service to provide this tuition. At the start of each school year, the head teacher will advise all parents that the cost of musical instrument tuition may be met by the school if they are receiving those benefits listed in the Remissions section. The current cost of music lessons in school, provided by the Music Service that we pay into is £194.40 per annum. £100 is due during the Autumn Term and the balance of £94.40 during the Spring Term.

**Swimming**

The school organises swimming lessons for all children in Year 4 for one term per year. These take place in school time and are part of the National Curriculum but are held at the Sport Centre and taught by trained swimming teachers. We do not charge for this activity, but ask for a voluntary contribution from parents towards the significant cost of the coach travel. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

**Activity Clubs (Lunchtime and After School)**

The school offers some activities which are not part of the curriculum. We may make a small charge to cover the additional costs of running these on a sustainable basis. Clubs offered by external agencies are charged for directly by those providers.

**Wrap-Around Care – Breakfast and After School Care Provision**

The school offers breakfast and after school clubs which provide care provision beyond the standard school day. These are fundamentally different in nature to activity based clubs and as such the charging will be based on a number of factors including, but not limited to: prices for comparable provision elsewhere and the full cost of provision on a sustainable basis. Charges will be reviewed on a regular basis and communicated in advance of any change.



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**Letting of School Facilities**

Our charges for lettings / hire of school facilities are as recommended by HCC. This information is available from the School Office.

**Damage/Lost Property**

A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair or such lower cost as the head teacher may decide.

**Other Charges**

The governing body may levy charges for miscellaneous services up to the cost providing such services which will be agreed in advance. An example of this is requests for information under the Freedom of Information Act 2000, not contained within the school's publication scheme.

**Requests for Information**

**The Freedom of Information Act 2000** took full effect on January 1<sup>st</sup> 2005, establishing a general right of access to information held by all public authorities, including maintained schools. Andrews' Endowed CE Primary School has discretion to charge applicants a fee in accordance with the Fees Regulations.

If a person requests information not contained within the school's publication scheme, the school will charge a fee as outlined below:

- Photocopying            10p for an A4 sheet.
- Postage                 the amount required to post any information.

Charges for photocopying and postage must be met in full before any request for information will be undertaken. In accordance with DCA and LA guidelines, staff-time costs will be charged at £25 per hour. If any request exceeds £450 in staff-time costs, the school may refuse to answer it, answer it for free, or charge up to and including the full cost of answering. Requests which will cost less than £450 to answer will be free of charge, with the exception of photocopying and postage. If the applicant refuses to pay the fee, the school may refuse to supply the information. There will be a charge if the school is requested to provide any information under the **Data Protection Act 1998**. The charge will be:

- Photocopying            10p for an A4 sheet.
- Postage                 the amount required to post any information.

The maximum charge that can be made for information copied under the Data Protection Act is £10.

**Remissions**

Parents are requested to meet with the head teacher to discuss financial support. This remissions policy sets out the circumstances in which charges will be waived and/or subsidised.

The criteria for remission are given below:

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1. If the parent/guardian of a pupil is 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 Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance
  - Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
  - Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
2. In exceptional circumstances where the financial circumstances of a family is difficult, at the discretion of the head teacher.

**Supplementary Information**

**Uniform, P.E. Kit, Calculators, Pens etc. Aprons**

Parents can be invited to equip their child with items of personal equipment intended to be used solely by their child.

**Additional Considerations**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will aim to adhere to the following guidelines:

- Charges for activities will not exceed the actual cost
- Charges will not include any subsidies for any other pupils wishing to participate in an activity whose parents are unwilling or unable to pay the full charge
- The school will on occasion ask for 'voluntary contributions' to make certain events viable, as outlined above, but parents are not obliged to pay this

**Control Box**

<b>Version</b>		<b>Date/Effective from</b>	March 2025
<b>Author</b>	Gemma Gundry	<b>Review Date</b>	March 2026
		<b>Responsibility</b>	Head Teacher
<b>Associated Policies, Documents, Agencies:</b>			



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This policy has been written following consultation with the document 'The Guide to the Law for School Governors, Chapter 16 (Summary)'

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

Education Act 1996

- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governors' Handbook'
- The Trust Funding Agreement
- ESFA (2023) Academy Trust Handbook 2023

This policy operates in conjunction with the following Trust policies:

- Complaints Policy
- Bad Debt Policy
- Freedom of Information Policy
- Governance Framework



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**References:**

Charging for school activities – Departmental advice for governing bodies, school leaders, school staff and local authorities. Published in May 2018 by the DfE. Ref: DFE-00244-2013

For information on hire of musical instruments from Hampshire Music Service –  
<https://www.hants.gov.uk/educationandlearning/hampshireremusic/instrumenthire>.