

# BIRCH CHURCH OF ENGLAND (VA) PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

WISDOM~TRUST~FRIENDSHIP

## CHARGING FOR ACTIVITIES CONNECTED WITH SCHOOLS 2025-2026

The governing body of the school must have a policy on charging for activities that take place during or outside of the school day, without such a policy they are not allowed to make any charge.

In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.

### **Voluntary contributions**

Headteachers or governing bodies may ask parents for a voluntary contribution towards the costs of:

- Any activity which takes place during school hours
- School equipment
- Schools funds generally

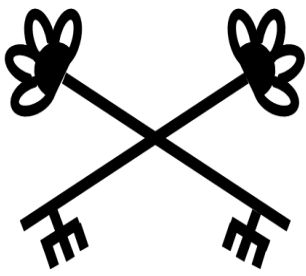
The contribution must be genuinely voluntary, though, and the pupils of the parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

### **School Meals**

The charge for a school meal will be reviewed as part of the budget process and agreed by the governing body as part of the budget setting process.

All meals taken by pupils who are not eligible for free school meals will be chargeable with parents/carers expected to pre order and make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded by letter in accordance with the Debt Management Policy. There is no charge for pupils who are entitled to free school meals or universal infant free school meals.



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## Residential Trips

Schools are permitted to charge for the cost of accommodation and transport during residential schools trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will be entitled to the remission of these charges.

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income below £16,190 □ Pension Guarantee Credit
- Employment and Support Allowance, income related
- Support under part 6 of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, with a household income of £7,400 or less (after tax and not including any benefits you get) Taken from DFE 26.06.24

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupils to sit, or the syllabus is religious education. If the trip takes place outside school hours and does not form part of the above, the school can make a charge for transport.

## Charges for “finished products”

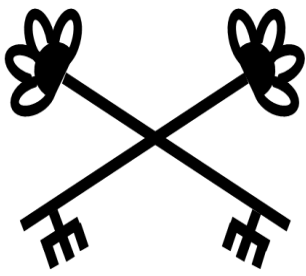
Schools can make a charge to cover the costs for materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

## Optional Extras

This kind of activity can be charged for where the activity takes place outside school hours.

This can include:

- Pupils Travel costs and accommodation
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance Fees to museums, theatres, etc.
- Insurance Costs
- The cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.



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## **Clothing**

Although no charge can be made for “equipment” for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

## **Before and After School Clubs**

Wrap-around care and some after school clubs have a charge to meet staffing and catering costs. Early Birds breakfast club (7:45-8:45) has a cost of £6.75 which includes breakfast.

After school childcare (Teatime Tigers) has a charge of £6.00 per hour and some clubs that are staffed with an additional cost to school also carry a charge of £6:00 for an hour between 3:20 and 4:20.

Clubs that have been made available by the Sports Premium Grant do not carry a charge.

All Clubs must be paid for in advance via the school’s cashless pay system.  
There will be no refunds if cancellation is within 24 hours of the club’s start time.

If you find that you are struggling with any payments, please contact the school office.

Approved by Full Governing Body on  
Review July 26