CHARGING POLICY
(STATUTORY)

Date of Policy Issue/Review	**Reviewed October 2026**
Policy approved/date	**By FGB at their meeting on 19th October 2026**
Signature of Governing Body	Signed on behalf of FGB C. Shephard
Next review	**October 2027**

AIM

At Newlands Primary School, we aim to make appropriate charges that enable and encourage the development of a wide range of enriching activities and uses of our facilities. This policy is one of the statutory policies listed by the Department for Education that schools need to have in place and publish on their website.

LEGISLATION

- Education Act 1996, sections 449 to 462
- Education (School Sessions and Charges and Remissions Policies) (Information)
- (England) Regulations 1999
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381
- The Charges for Music Tuition (England) Regulations 2007
- The School Information (England) Regulations 2008 (as amended).

PRINCIPLES

- To enable all pupils to participate in the whole life of the school
- To strengthen the links between the school and its community
- We make no charge for admissions to the school
- We make no charge for National Curriculum and related activities in school time
- We may ask for voluntary contributions for activities wholly or partly in school time, which otherwise would be prohibited by cost. No child is excluded from any such activity or treated differently on the basis of non-contribution. However, where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled. We will advise parents accordingly.
- Support is available towards part or all the cost of an activity where there are financial difficulties – in such cases please contact the School Business Manager.
- We support the development of all community groups use of school facilities

RELATED DOCUMENTS

Following the requirements of the Education Reform Act of 1988, no charge will be made for books, materials, equipment and instruction in connection with the national Curriculum or Statutory Religious Education taught at School, except where parents have indicated in advance their wish to purchase the product. Parents of pupils in receipt of prescribed benefits are entitled to a remission of charges on in-school or part in-school activities.

KEY RESPONSIBLILITIES

Governing Body

- will review and amend the Charging and Remissions Policy annually;
- will review annually the charges for supplies and services;
- will monitor whether actual income is in line with anticipated income.

Headteacher

- will ensure that staff are familiar with and correctly apply the policy.

School Business Manager

- will provide effective financial administration enabling efficient budget management;
- will manage the letting of school premises; and

- will enable information and reporting as may be required by senior management or the governing body.

Users

- will abide by the terms and conditions of the booking and hiring contract (see separate Lettings Policy).

PROCEDURES

1. Curriculum activities

A voluntary contribution may be requested for the benefit of the school or any school activities. If the activity cannot be funded without sufficient voluntary contributions, the Headteacher will make this clear to parents at the outset. The Headteacher must also make it clear to parents that there is no obligation to make any contribution.

2. Off-site activities
   A voluntary contribution per pupil will be requested (but the charge will not exceed the actual cost).

Residential study visits
Costs for a residential visit can include elements for: travel, board and lodging, materials, books, instruments, equipment, tuition, entrance fees and insurance. Each child will be charged for the cost of his/her own part of the visit in accordance with the Education Act 1996. A voluntary contribution will be requested for the remaining costs of elements this charge may not include (see point 1 and 2). Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by His Majesty's Revenue and Customs (Parents who are made redundant or start working less than 16 hours per week, may find their children are entitled to free meals for a limited period.)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

3. Instrumental teaching
   Peripatetic Music
   The cost of instrumental lessons to individuals or small groups will be met through a charge to parents.

4. Extra-curricular clubs
   Run by school staff
   A charge will be levied for participation in extra-curricular activities to meet the costs of materials as needed.

Run by outside agencies

The school will endeavour to select outside agencies that offer best value. Where clubs are run by outside agencies a cost will usually apply. In most cases this payment will be made direct to the agency involved. The school does not keep a record of payments for external clubs and cannot be held responsible for any payments.

5. Damaged property
   The school may charge parents for the cost of replacing or repairing items broken, damaged or lost due to their child's behaviour.

6. Letting of premises
   The annual charges are set by the Governing Body with regard to the cost of the services provided and comparable local facilities. The Governing Body may, at their discretion, reduce charges for non-profit making organisations. The conditions of hiring and booking are laid down in the contract. (For further details on lettings charges please see Newlands Primary School Lettings Policy which is available from the school office.)

7. Charges for services
   Details of charges for photocopier, telephone and fax facilities are available from the school office.

8. Freedom of Information Act Information Requests
   Charges may be made for freedom of information requests as detailed in the school's Publication Scheme.

9. Arrangements for part or full remissions of charges
   The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges, on application to the Headteacher or School Business Manager. The Governing Body will be informed in general terms of the total provided for each activity.
   Parents who have contributed voluntarily may request a refund if their child is unable to take part in an activity through illness.