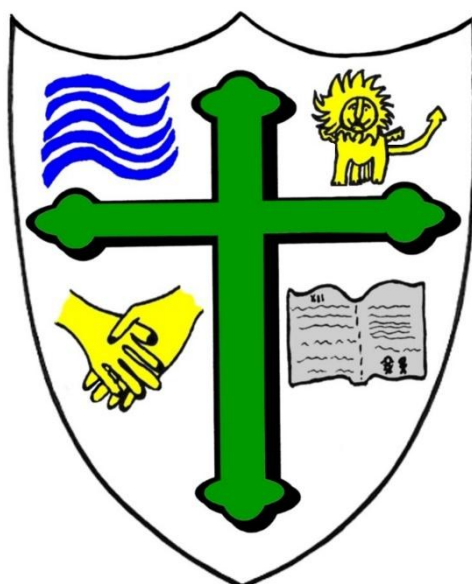


Highcliffe St Mark Primary School



Charging Policy

Reviewed (date)	January 2026
Reviewed by (name)	Claire Barker
Approved by Governors (if applicable)	N/A
Review due (date)	January 2027

Charging For School Activities

Rationale

This policy enables the Governing Body to comply with the provision of the Education Reform Act 1988 and facilitates the communication of this provision to staff and parents.

Aims

1. To encourage the varied pattern of educational visits and other activities which enrich the curriculum for the children.
2. To emphasise their support for the staff who organise and devote much time to these activities.

Guidelines

1. Materials used in Craft, Cookery and other allied activities will not be charged for. If items used are taken home it is hoped that parents will make a voluntary contribution to cover the cost of specific and more expensive materials.
2. Day Visits - We need to request voluntary contributions to cover the cost of transport, tickets etc. Should insufficient donations be received the decision as to whether or not the visit takes place will have to be considered.
3. Visiting Speakers, Performers etc. - We sometimes need to request voluntary contributions to cover costs. Should insufficient donations be received the decision as to whether or not the activity will take place will have to be considered.
4. Residential Visits - A charge will be made for the full cost of board and lodging, this charge is not voluntary. We may need to request voluntary contributions to cover other costs. We will make it clear what costs this related to. Should insufficient donations be received the decision as to whether or not the visit takes place will have to be considered, subject to payment of deposit.
5. Parents of pupils who are in receipt of free school meals may not be charged for the cost of board and lodging or the cost could be subsidised. It is vital that such parents make their position clear to the Headteacher in absolute confidence.
6. Swimming - Swimming is seen as part of the school curriculum. No charge is made but a voluntary contribution towards the cost of pool heating and maintenance may be requested.

7. Music Tuition - The Governors will charge for individual instrumental tuition within groups of up to 6 children in accordance with LA guidelines. Pupils entitled to pupil premium qualify for exemption of charges.
Charges will be reviewed annually.
8. The Governors wish to make it absolutely explicit that no child will be individually excluded from any activity because of inability or unwillingness to make voluntary contributions.
9. Selection for places on any activity with limited spaces may be made on grounds of age, ability, aptitude or behaviour at the discretion of the Headteacher. Selection may also be by the drawing of lots if places are limited.
10. The school will seek to keep costs of trips and residential to a minimum, ensuring that comparative quotes, for example for transport, are sought and a trip presents value for money before making a decision as to whether a trip should go ahead.
11. All external visits must enhance the wider curriculum and/or Personal Development of the children in order to justify the costs incurred.
12. The Governors are confident that the majority of parents appreciate these activities, that common sense will prevail and that appropriate voluntary contributions will continue.
13. Should there be any credits arising from the contributions towards an activity or educational visit Governors will offset these against shortfalls in other visits and activities.

VERSION	DATE	REVIEWER	COMMENT
2	Nov 24	Claire Barker	Clarity to point 4 following non payment from parents of children who attended residential trip Addition of point 10 regarding how the school ensures value for money Addition of point 11 in response to recent questions about the educational value of trips
3	Jan 26	Claire Barker	No Changes