



Ruardean C of E Primary School

Love of Learning - Love of Life - Love of One Another

Matthew ch22 v33-40

Policy Reviewed:	Annually
By:	Resources Committee
Agreed:	07/07/2026
Next Review:	July 2027
Policy Owner	Headteacher

Charging Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum or for religious education.

This policy complies with the Education Act 1996 and DfE guidance on charging for school activities.

Reference: [Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities](#)

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded and a breakdown of the costs is provided.
(see *appendix I 'sample letter'*)

We recognise that some families who wish to contribute may find it difficult to meet the full amount. The letter for each visit will clearly state an invitation to such families to seek assistance, in confidence, from the Headteacher. (see *appendix I 'sample letter'*)

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums.
- sporting activities which require transport expenses.
- outdoor adventure activities.

- visits to the theatre.
- school trips.
- musical events.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we may charge for the cost of board, lodging, travel expenses and insurance. A breakdown of the cost is provided, and parents are again invited to contribute. If parents are experiencing financial difficulty, they are again invited to approach the Headteacher in confidence.

Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. Each school day is normally divided into two sessions, and each 24-hour period is divided into two half days beginning at noon and at midnight.

On this basis, a term- time trip from noon on Wednesday until 9.00p.m. on Sunday would last for nine half days, including five school sessions and would count as taking place in school time. A trip from noon on Thursday to 9.00p.m. on Sunday would count as seven half- days, include three school sessions and would be classified for charging as taking place outside school time. If fifty per cent or more of a half- day is spent on a residential trip, you should treat the whole of that half -day as spent on the trip.

If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel.

However, charges can be made for board and lodging in these circumstances except for pupils whose parents are receiving welfare benefits. The list of benefits to which this applies can be found [here](#).

Remissions

Support is available for families in receipt of qualifying benefits. Parents should contact the Headteacher.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. The school can also arrange for private music tuition that is not covered by the National Curriculum, when requested. The peripatetic music teachers teach individual or small group lessons and charge parents directly.

Swimming

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution towards transportation costs. We inform parents when these lessons are to take place, and we ask parents for their permission for their child to take part in swimming lessons.

Private Photocopying/telephone calls

This is at the headteacher's discretion.

Lettings :Currently, the school does not have any lettings.

Appendix 1 – Sample Letter

Dear Parents/Carers,

We are planning to take the children on an educational visit to XXXX.

The cost of the trip is £3.00. The breakdown of this cost is:

Entrance to the venue: £2.00

Return travel by coach: £1.00

We are obliged by law to state that this request is for a voluntary contribution and that if not enough money is raised to cover the trip, it will not go ahead.

We appreciate that there may be some families who wish to contribute but may be having difficulties contributing the whole amount. If this is the case, please contact the Headteacher in confidence.

Yours sincerely

Class teacher