ASTON-ON-TRENT PRIMARY SCHOOL

CHARGING FOR SCHOOL ACTIVITIES POLICY

Approved by Governors on 9th November 2026

This policy has been impact assessed in the light of all other school policies, including the Disability Equality Scheme.

SIGNED:	PRINT NAME:	DATE:
	C. Coles Chair of Governors	09.11.2026
SIGNED:	**PRINT NAME:**	**DATE:**
	S. Moore Headteacher	09.11.2026

CHARGING FOR SCHOOL ACTIVITIES

This Policy has been drawn up in accordance with the guidance laid down in the 1996 Education Act and Education Regulations 1995 by the Governing Body of the School.

It is reviewed annually.

1. There will be no charge for admission to the roll of the school.

2. Statutory education during normal school hours will be free of charge.

3. For certain types of educational activities during the school day (eg class visits, trips and outings), parents may be asked for a 'voluntary contribution' in advance. However, no child will be placed at a disadvantage because of a parent's unwillingness or inability to pay. Nevertheless, in the case of class visits, trips and outings, if the voluntary contributions received do not meet a level necessary to cover the costs, the Headteacher may cancel the event and all monies will be returned.

   In circumstances of genuine financial hardship, the Headteacher will try to find ways of reducing the burden, in confidence, if approached.

   Where money is paid in advance for an event (eg. entrance tickets), and then the child is unable to undertake the visit, then in all probability it will not be possible to refund the money already spent.

4. For residential school journeys which are deemed to take place during school hours, the Governors reserve the right to charge for board and lodgings but will ask for voluntary contributions for the cost of travel, education provided and other associated costs. Again, no child will be placed at a disadvantage because of a
parent's unwillingness or inability to pay.

   Children in receipt of free school meals will be exempt from a request for voluntary contributions for the cost of travel, education provided and other associated costs.[1]

   In the event of withdrawal from a school journey, all monies will be refunded apart from a non-returnable deposit specified at the time of organisation.

   Charges for Residential School Journeys may not exceed the actual costs.

5. For activities organised by the school (e.g. music tuition, sports coaching, French lessons), which occur wholly or mainly outside school hours and which are <u>not</u> an essential part of the curriculum, participation will be on the basis of

parental choice and their willingness or ability to pay any associated costs. The expenses of those engaged in supervision and tuition may be included inthe costs, over which the School may have no control.

6. Incidental Classroom Equipment and Materials

Parents may be invited to pay for or provide from home any materials, ingredients, books, instruments or other equipment (eg athletic tracksuit badge, egg for Easter decoration, ring binder for school journey work). However no child will be placed at a disadvantage because of a parent's unwillingness or inability to contribute. The school may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own and retain the finished product (basic cookery items or craft model, cuddly toy, etc). It is our normal policy to provide free materials during school craft/sewing sessions, although the School reserves the right to make charges if necessary.

7. Loss of and Damage to School Property

Parents may be required to pay the full cost of replacement or repair of schoolbooks, materials, equipment, fittings, or the fabric of the building, lost, broken, damaged or defaced by their children, where this is the result of their behaviour.

8. Loss of or Damage to Wider/Further Opportunities Musical Instruments

Where the school is required to obtain insurance cover for musical instruments used during Wider/Further Opportunities music lessons, and a claim needs to be made against the Policy for loss of or damage to an instrument on loan to a pupil, parents may be asked for a 'voluntary contribution' to cover the cost of the Insurance Policy Excess.