



SCHOOL POLICIES

Charging Policy

This policy was adopted by the Governors on: March 2011

The last review of this policy was: July 2026

This policy is due for review on: July 2029

Signed Headteacher: N. Craddock

Signed Chair of Governing Body: D. Garside

Hudson Primary School

Charging and Remissions Policy

1. Introduction

At Hudson Primary School, we believe that **everyone experiences excellence** and that financial circumstances should not prevent children from accessing the opportunities that school provides.

This policy sets out:

- when the school will provide education and activities free of charge;
- when the school may ask parents/carers for voluntary contributions;
- when the school may make a charge;
- how charges will be calculated;
- how we will support families experiencing financial difficulty;
- how we will approach residential visits and optional activities; and
- how the school will ensure that children are not disadvantaged because their parents/carers are unable or unwilling to pay a voluntary contribution.

The policy has been developed in accordance with the **Education Act 1996**, Department for Education guidance on charging for school activities and relevant statutory requirements.

The Governing Board has responsibility for approving this policy.

2. Education During School Hours

All education provided during the normal school day is free of charge.

Hudson will not charge for:

- education provided as part of the National Curriculum;
- education provided as part of statutory religious education;
- materials, books, instruments or equipment required to deliver the curriculum during school hours;
- admission to school; or
- activities that are required as part of the school's curriculum.

Where an activity forms part of the curriculum and takes place during school hours, parents/carers will not be required to pay for their child to participate.

3. Voluntary Contributions

3.1 School visits and activities

Hudson frequently provides educational visits, visitors, enrichment activities and other experiences which enhance children's learning.

The school may ask parents/carers for a voluntary contribution towards the cost of these activities.

A voluntary contribution is exactly that — voluntary.

A child will not be prevented from participating in an activity that takes place during school hours simply because their parent/carer has not made a voluntary contribution.

Children whose families have not contributed will not be treated differently from other children.

3.2 If insufficient contributions are received

When planning an activity, the school will consider the overall cost and the level of voluntary contributions received.

If the school cannot reasonably meet the cost of an activity from its available resources and voluntary contributions are insufficient, the school may decide that the activity cannot proceed.

Where this is the case, the school will communicate this to parents/carers as soon as reasonably possible.

3.3 Transparency

Parents/carers may request information about how a particular visit or activity is being funded.

The school will provide appropriate information about the costs and funding arrangements for activities where requested.

4. Optional Extras

There are some activities for which schools are legally permitted to charge because they are not part of the National Curriculum or are provided outside normal school hours.

These may include:

- visits and activities which are additional to the curriculum;
- specialist or additional activities;
- outdoor adventure activities;
- theatre companies or performances;
- visiting speakers;
- musical activities;
- school trips abroad;
- sporting activities involving additional costs; and
- other activities which meet the legal definition of an optional extra.

Where the school makes a charge for an optional extra, the charge will be calculated in accordance with statutory requirements and will not exceed the actual cost to the school of providing the activity.

The school will not seek to make a profit from an optional extra.

Where appropriate, the cost may be calculated on the basis of the number of participating pupils.

5. Activities Outside School Hours

The school may charge for activities which take place wholly or mainly outside the normal school day where permitted by law.

Examples may include:

- optional clubs;
- specialist coaching;
- music tuition;
- additional sporting activities; and
- other optional activities which are not part of the National Curriculum.

Before an activity begins, parents/carers will be informed of:

- the nature of the activity;
- whether participation is optional;
- the cost;
- what the charge covers; and
- any arrangements for financial support where applicable.

6. Residential Visits

Hudson recognises the significant educational value of residential visits.

Where a residential visit takes place during school time and is part of the curriculum, the charging rules applying to school-time educational activities will apply.

Where the residential element is outside normal school hours, the school may make a charge where permitted by law.

Parents/carers will be given clear information about the anticipated cost of residential visits before making a commitment.

Where a family is experiencing financial difficulty, parents/carers are encouraged to speak to the school as early as possible.

The school will seek to identify appropriate ways of supporting participation where possible.

No child should feel embarrassed or singled out because their family is experiencing financial difficulty.

7. Music Tuition

All children receive music education as part of the school's curriculum without charge.

Where individual or small-group music tuition is provided as an additional activity, a charge may be made where permitted by law.

Parents/carers will be informed in advance of:

- the nature of the tuition;
- the frequency and duration of lessons;
- the cost; and
- any arrangements for financial assistance.

The school will seek to ensure that financial circumstances do not unnecessarily prevent children from accessing additional musical opportunities.

8. Swimming

Swimming is part of the National Curriculum for Key Stage 2.

Hudson will not charge parents/carers for statutory swimming provision delivered during school hours.

Parents/carers will be informed about swimming arrangements and any requirements relating to participation.

Where additional swimming opportunities are offered outside statutory curriculum provision, the school will explain separately whether a charge applies.

9. Sporting Activities and Coaching

Hudson provides a wide range of sporting opportunities as part of the curriculum and wider school enrichment.

Curriculum PE and sport provided during school hours will be free of charge.

Where an optional activity is provided outside normal school hours by an external coach or provider, a charge may be made where permitted by law.

The school will make clear before enrolment:

- the provider;
- the activity;
- the dates and times;
- the cost; and
- any arrangements for financial support.

10. After-School and Enrichment Activities

Hudson offers a range of clubs and enrichment opportunities.

Where a club is led by Hudson staff and is offered as part of the school's wider provision, it may be provided free of charge.

Where an external organisation provides an optional activity, the school may charge in accordance with the arrangements agreed with that provider and applicable law.

The school will make charges clear before parents/carers commit to an activity.

11. Educational Visits and Enrichment

Hudson believes that educational visits and enrichment activities are an important part of a child's education.

Our aim is to provide children with opportunities to experience:

- culture;
- sport;
- outdoor learning;
- the arts;
- enterprise;
- science and technology;
- the wider community;
- residential experiences; and
- experiences beyond the classroom.

Where visits are funded through voluntary contributions, the school will make clear that contributions are voluntary.

The school will consider its available funding, grants, school resources and other sources of support when planning activities.

Where an activity cannot be delivered without sufficient funding, the school may decide not to proceed.

12. Financial Difficulty and Remissions

Hudson is committed to reducing financial barriers to participation.

Where charges are permitted, the school may provide support or remission where appropriate.

Families experiencing financial difficulty are encouraged to speak confidentially to the school.

Support may include:

- a full or partial remission of a charge where permitted;
- payment by instalments;
- use of available school funding;
- support through a school hardship arrangement;
- signposting to relevant financial or family support; or
- consideration of other practical arrangements.

The availability of support will depend on the nature of the activity, the legal basis for the charge and the resources available to the school.

Where a charge is legally required or relates to an external provider, the school will explain what support options are available.

13. Free School Meals and Financial Support

Where the school asks parents/carers to make voluntary contributions towards visits or activities, the school will ensure that families who may be entitled to financial support are appropriately informed.

Where statutory remission arrangements apply, Hudson will comply with the relevant requirements.

Parents/carers who believe they may be entitled to Free School Meals or other financial support are encouraged to contact the school.

The school will handle such enquiries sensitively and confidentially.

14. Poverty-Proofing and Inclusion

Hudson recognises that the cost of school life can create barriers for families.

We will therefore seek to consider financial accessibility when planning:

- educational visits;
- residential;
- clubs;
- enrichment;

- uniform;
- resources;
- events; and
- other activities involving additional costs.

We will seek practical ways to reduce unnecessary financial pressure and avoid children feeling different because of their family's financial circumstances.

This reflects our wider commitment to inclusion and to ensuring that children can participate fully in the life of Hudson.

15. Refunds and Cancellation

Where a parent/carer has paid for an optional activity and the activity is subsequently cancelled by the school, the school will consider whether a refund is appropriate.

Where an external provider has been paid and the school is unable to recover the cost, the school will explain the position clearly to parents/carers.

Where a child withdraws from an activity, any refund will depend upon:

- the terms under which the activity was booked;
- whether the school has already incurred costs;
- the arrangements of an external provider; and
- whether the charge is refundable under the relevant legislation.

The school will communicate refund arrangements clearly when activities are booked.

16. Damage or Loss of School Property

The school may seek payment for damage to or loss of school property where this is permitted by law and where the circumstances are appropriate.

Any request for payment will be considered fairly and proportionately.

The school will take account of:

- the circumstances of the incident;
- the age and understanding of the child;
- whether the damage was accidental or deliberate; and
- the family's circumstances where appropriate.

The school will not use financial charges as a substitute for appropriate behaviour, restorative or safeguarding processes.

17. Breakages, Fines and Lost Equipment

Where pupils lose or damage equipment belonging to the school, the school may ask parents/carers to contribute towards replacement or repair where appropriate and legally permitted.

The school will consider the circumstances of each case.

We recognise that accidental damage is different from deliberate damage and that children of different ages and needs require different responses.

18. Examination and Assessment Fees

Hudson Primary School does not normally enter pupils for public examinations for which charges would arise.

Where any examination, assessment or externally provided certification charge becomes relevant, the school will make clear who is responsible for the cost and whether the charge is permitted under the relevant regulations.

19. Extended Services and Wraparound Care

Where Hudson provides optional childcare, breakfast provision, after-school provision or other extended services, charges may apply.

The terms and conditions and charges for such provision will be communicated separately to parents/carers.

Such charges are separate from charges for statutory education.

20. How We Communicate Charges

Before a chargeable activity takes place, parents/carers will be given appropriate information about:

- the activity;
- whether it is compulsory or optional;
- the cost;
- what the charge covers;
- payment arrangements;
- cancellation/refund arrangements where relevant; and
- available support.

The school will aim to give families reasonable notice of significant costs.

21. Voluntary Contributions – Important Principle

Where Hudson asks for a voluntary contribution:

Parents/carers are not required to contribute.

A child will not be excluded from an activity taking place during school hours simply because their family has not made a voluntary contribution.

The school may, however, decide not to proceed with an activity if the voluntary contributions received are insufficient to make the activity financially viable.

22. Monitoring and Review

The Headteacher and Governing Board will monitor the implementation of this policy.

The policy will be reviewed at least every two years, or sooner where:

- legislation changes;
- Department for Education guidance changes;
- Local Authority arrangements change;
- school charging arrangements change; or
- the Governing Board considers a review necessary.

The school will ensure that its charging arrangements remain consistent with statutory requirements and with Hudson's commitment to inclusion, fair