

Rimrose Hope CE Primary



Charging Policy

2025-2026

Charging Policy for Parents/Guardians

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The provisions of the 1988 Education Reform Act will be followed.

Legislation and Guidance

Sections 449-462 of the Education Act 1996

Guidance.

Charging for school activities DFE May 2018

Maintained Schools Guidance 7th March 2024 Section 7.3.2

Main points of Guidance

Main points

School governing bodies and local authorities, subject to the limited exceptions referred to in this published advice, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed on page 9 of the guidance document of the support available to them when being asked for contributions towards the cost of school visits.

School charging

Education

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras
- music and vocal tuition, in limited circumstances
- certain early years provision
- community facilities

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not: a) part of the national curriculum;

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

c) part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school

clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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. The school provides this information on request.

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 abroad;
- musical events
- residential visits

Residential visits

Residential visits

Schools **cannot** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be provided.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Individual and group music tuition is provided by Sefton Music Service and through school partnerships. There is no charge for these lessons.

Swimming

The school organises swimming lessons for KS2 children. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. We do not ask for a voluntary contribution towards costs.

Lunchtime and After School Activities

Where extra-curricular activities are provided by school staff before or after school no fee is charged.

Clubs run by outside groups sometimes involve a charge. In these circumstances parents/guardians enter into a payment agreement direct with the organisation involved. Fun For Kids is run as a separate body and parents/guardians pay fees direct to FFK.

Remissions

The Headteacher undertakes that parents will be told of the right to claim free activities if they are eligible for free school meals.

If you are unable to pay for any reason

Please contact our Parent Liaison Officer (Mrs Chris Butler) if you are experiencing any difficulties with making a voluntary contribution. We will never exclude any child from a trip or visit for financial reasons.

- The amount we ask for in voluntary contributions will never exceed the actual cost of the activity per pupil.
- We will give as much notice as possible of any activities that require a voluntary contribution.
- This will be a minimum of 1 week for a school trip and a minimum of 60 days for a residential visit.
- We will tell you at the outset if the activity cannot possibly be funded without voluntary contributions.
- As a school we seek to provide best value

This policy has been written taking May 2018 DFE guidelines into account. Full DFE guidelines are available on request

<https://www.gov.uk/government/publications/charging-for-school-activities>

Signed – P Cummins (Cof G)

Date – 22nd October 2025

Review Date: October 2026

The policy will be reviewed annually or in the event of changes to legislation or DFE Guidance



