



Church of England
(Voluntary Aided)

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

Broadwas CE Primary School Charging Policy

Our Vision

As a church school, rooted in Christian values, our vision is inspired by the miracle of the loaves and the fishes. This demonstrates God's provision and care for us all through the generosity of one young child. By valuing each individual within our school family, we enable everyone to grow and flourish at Broadwas by providing a relevant, inclusive and knowledge rich curriculum in a stimulating, fun and loving environment.

At Broadwas we 'Live Our Values Everyday'.

Introduction

- This policy is based on advice from the Department for Education (DfE) on charging for school activities and Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.
- All statutory education during school hours is free. The school does not charge for any activity undertaken as part of the National Curriculum.
- This Charging and Remissions Policy covers charges relating to educational and non-educational activities.
- School visits, which are planned to support classroom work, offer the pupils first hand experience of topics being studied. This first hand experience is an invaluable aid to the learning process. Visits also offer opportunities for the development of confidence, independence, responsibility for self and others, and a sense of adventure, which are not available in the same way in school.
- Extended visits over several days undertaken by the older pupils offer a very special opportunity for social, physical, emotional, and intellectual development outside the usual home/school environment, which would not otherwise be possible.
- Practical activities such as cookery, and work in art/craft and design technology, are important, and offer special opportunities for active learning and the development of cross-curricular skills.

Roles and Responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

General Principles

- The school wishes to provide the best possible educational opportunities available within the funds allocated by the Department for Education (DfE). The law states clearly that education during normal school hours is to be free of any compulsory charge to parents/carers, and the school fully endorses that principle. It is recognised, however, that many educationally valuable activities will be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational programme provided for pupils. Where specialists are involved, or activities are organised to further enhance the curriculum provision parents may be asked for a voluntary financial contribution.
- The school's concern is to keep financial contributions for additional activities are reasonable and kept to a minimum to ensure as far as possible, that all students can take part, regardless of their circumstances. Any calculated contribution will not exceed the actual cost of providing the activity and will be divided equally by the number of pupils participating. Donations from the Parent Association, Friends of the school, or any outside organisation will be taken into consideration when calculating the cost. There will be no levy on those who contribute, to support those who can't or won't.
- The school will make clear the criteria to allocate places on any activity before requesting any contribution from parents/carers as part of any information sent out to them. Explaining if insufficient funds are available for an activity requiring a voluntary contribution, it may be necessary to cancel the activities, and parents/carers will be informed of this when the contribution is requested, and any monies returned promptly. The school will decide on an appropriate level of income necessary for the activities to take place or insufficient funds to proceed with it in full.

- The main exception to this guidance is music tuition covered under The Charges for Music Tuition (England) Regulations 2007, which sets out the conditions for charging for playing a music instrument, including vocal tuition. The school will clarify this when informing parents/careers. As this is not chargeable if part of any curriculum activity.

Where charges can be made

Education

Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them

- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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 LA or governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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

- 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.
- In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.
- Parental agreement is necessary for the provision of an optional extra that is to be charged for

Music tuition

- All children study music as part of the normal school curriculum. There is no charge for this.
- There is a charge for additional individual or group music tuition. The peripatetic music teachers teach individual or small group lessons.
- Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.
- Information about additional music tuition is sent out to parents before the start of each academic year.
- Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.
- Fee remissions to cover part of the cost of music tuition may be available for children who are in receipt of Free School Meals or Pupil Premium. Should the child no longer be eligible for Free School Meals during the school year, parents will be charged for the remaining tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

- We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

- When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the

visit. Letters are sent home giving details of the costs involved and how the contribution is calculated. All contributions are voluntary. If insufficient voluntary contributions are received, a visit may have to be cancelled. If a visit goes ahead, it will include children whose parents have not paid any contribution.

- If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, the school will allow the child to participate fully in the visit or activity. These children will not be treated differently from any others.
- 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 visits abroad;
 - musical events;
 - activities in school involving outside providers or a music workshop;
 - Design Technology or Art activities involving specialist materials.

Swimming

- The school organises swimming lessons for all children in Key Stage 1 and Key Stage 2. These take place in school time and are part of the National Curriculum. There is no charge for this activity. Parents will be informed when these lessons are to take place and will be asked for their written permission for their child to take part in swimming lessons. We do ask parents for a voluntary contribution for the cost of the coaches to transport the children to the swimming pool.
- The school will request a voluntary contribution to the cost of coach transport to swimming. Contributions would not be expected from the parents of those children in receipt of Free School Meals.

After School Clubs

- We charge for the cost of resources when we place a club on after school. There is no charge for clubs that are held at lunchtimes by teachers.
- All money is then used to provide resources for the clubs that are held eg footballs, cones, gardening resources etc

Remissions

- In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the governing board and will depend on the activity in question.
- Remissions for residential visits: Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance

- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Monitoring arrangements

The Head teacher and Office Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed, as the DfE recommends, annually. At every review, the policy will be approved by the governing body.

This policy was reviewed and approved by the Resources Committee on 8th December 2025