



# School Charging Policy

Review September 2025

## Introduction - Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are when the school is actually in session, and do not include the lunch break.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents/carers. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution.

## Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip.

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 the trip or activity. If able, the school will subsidise the cost to the visit. This will depend on the schools overall financial situation. Parents/carers in receipt of income based job seekers allowance may write to the headteacher for details of possible financial assistance from the school. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- class outings, day trips and residential;
- musical events or learning groups;

## Class visits and Residential Stays

Class visit and residential can only be included in our programmes of work if parents are willing to make a voluntary contribution. We try to keep costs at a minimum. The total cost of the trip is divided by the total children in the class.

## Swimming

The school organises swimming lessons for all children in Y4. These take place in school time and are a statutory part of the National Curriculum.

At Herrick, all children in the Y5 classes attend lessons in Key Stage 2 and as such most children are able to swim in excess of the statutory requirements. We ask parents to contribute towards the costs of providing swimming. These costs include insurance, bus fare, swimming tuition (3 fully trained coaches) and additional staffing. We are only able to provide swimming above and beyond the statutory requirements when the vast majority of parents are willing to make a voluntary contribution. A significant contribution from the school budget is made to subsidise swimming every year.

### After School Clubs

The school offers a variety of After School Clubs that are organised termly. All Clubs are chargeable. They are carried out by a professional company & all the coaches are fully trained with their own DBS cover.

### Breakfast Club

The school currently provides a Breakfast Club / morning care club. The cost for this is £2 per morning.

### Cookery

Cooking and nutrition are now a statutory part of the National Curriculum and children should be taught how to cook and apply the principles of nutrition and healthy eating. When year groups are to cook or prepare food a letter is always sent out in advance, inviting parents to make a voluntary contribution to cover the cost of the ingredients.

### Damage/Loss to Property

A charge will be levied in respect of willful or malicious damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide. Each incident will be dealt with individually.

### Late Collection of Pupils

School finishes at 3.15pm for pupils. If pupils have not been picked up from the playground by 3.25pm they will be taken to the school office. Late parents need to come to the school office to notify the receptionist that they have come to pick up their child. If a parent repeatedly arrives at reception after 3.30pm a charge for late collection may apply.

We recognise that there may be exceptional circumstances which lead to a parent/carer being unable to get to school on time and parents must notify school by 3.00pm at the latest so that the child/children can be reassured.

In cases of **repeated** late collection the following process will be followed;

- If a parent arrives late to collect their child/children without informing the school in advance of the exceptional circumstances surrounding their lateness, they will be issued with a late collection notice. This will remind the parent of the time school finishes and the importance of them collecting their child/children on time.
- Should the parent arrive late on a second occasion they will receive a letter notifying them that should they continue to pick up late the governing body will be notified and a late collection charge may be issued.
- Following a third late collection the governors will be notified and a late collection charge of £25 may be issued.

### Change of Circumstances

Herrick Primary School may amend this Charging Policy in the light of changing circumstances and as part of its ongoing policy review process. Parents will be informed in advance of any such changes.

### Monitoring and review

This policy is monitored by the governing body, and will be reviewed every 2 years or earlier if necessary.

**Reviewed by: Governing body – September 2023**

**Next Review: September 2024**

