Thrupp Primary School

Charging Policy

Approved by: Finance & Staffing Committee	**Approved:** October 2026
Last Approved: November 2025	**Review Due:** October 2027

Thrupp Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

A. RATIONALE

The Governing Body wishes to provide for all pupils the best possible educational opportunities available within its resources. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the Governors endorse that principle and are committed to uphold all legal requirements. It is recognised, however, that many other educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme for pupils that these additional activities can provide.

B. AIMS

The school's aim is to keep financial contributions from parents to a reasonable minimum and to ensure as far as possible that all children are able to take part in an activity, irrespective of their parents' financial circumstances. The law recognises that charges may be made to parents in certain defined circumstances – provided that the school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body has decided that its policy will be as follows:

C. POLICY

1. **Day Visits**
   For educational visits occurring during school time the school may invite a voluntary contribution from parents to meet costs. For visits outside school time parents will be charged for all allowable costs * (see note in item 3 below). Charges may be waived or reduced by the Head Teacher, in consultation with the Governing Body, for children whose parents make application.

2. **Residential visits during school time**
   The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings, which latter item will be charged at the full cost. No charge for board and lodgings will be made for children whose parents are receiving:
   - 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 Guarantee element of State Pension Credit
   - Child Tax Credit, provided you are not also entitled to Working Tax Credit, and have an annual gross income (as assessed by HM Revenue & Customs) that does not exceed £16,190
   - Working Tax Credit 'run-on' - the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit
   - Universal Credit

   Charges may be waived or reduced by the Headteacher, in consultation with the Governing Body, for other children whose parents make application.

   NOTE: *Future legislation might replace some of the above. Amendments may need to be made before review date.*

3. Residential visits outside school time

Parents will be charged for the full cost of the visit, including all allowable costs (see note*) and board and lodging. Charges may be waived or reduced by the Headteacher, in consultation with the Governing Body, for children whose parents make application.

* Allowable costs include:

(a) The pupil's travel and subsistence costs;
(b) Materials, books, instruments and other equipment:
(c) Non-teaching staff;
(d) Costs of teaching staff where separately engaged under a contract for services for the visit or activity;
(e) Entrance fees to museums, castles, theatres, etc;
(f) Insurance costs.

4. Any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education

The Policy will be as for **(2)** above.

5. Classroom Materials

No charge will be made for materials or equipment. However, for certain practical activities (Technology, Cookery etc.,) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

6. Optional Extras

Charges may be made for other non-compulsory activities outside school hours. These are known as "optional extras".

D. MAINTENANCE

1. The Governors of the school will review the policy annually at the Governors' meeting in term 1 or 2.

2. A summary of this charging policy must be made available on request and will be on our website.

3. Approval for charging will be given by the Governing Body. Approval for the waiver of charges, up to £300 will be given by the Headteacher, in consultation with the Governing Body.

E. SUNDRY

1. No child will be excluded from, or disadvantaged by, any activity, which involves voluntary contributions. However, the school reserves the right to cancel, or not provide at all, any activity where it decides it is not financially viable, and where it is not a compulsory activity.

2. No overall gain will be sought by the school on allowable charging.

3. Residential activities have special rules to define them as either within or without school time. A trip counts as falling within school time if the number of school sessions missed amounts to more

than 50% of the number of half-days taken up by the activity. A school day consists of two sessions and each 24 hour period is divided into 2 half days starting at midnight.

4. Charges may include an allowance for the cost of relevant teachers who supervise an activity, where those teachers are compensated under separate "contractual" arrangements.

5. Where charges are made for a particular activity, the school will normally provide details of how the charge will be made up, and on request will give any further advice available – i.e. as to whether parents might qualify for help with the costs, or whether the activity might be provided free of all charge.

6. The circumstances of any remission in fees will be treated in confidence under the Freedom of Information Act.

F STAFF DISCOUNT FOR THRUPPERS AND WAKE UP CLUB (as of January 2020)

If staff, who are employed and on a contract, in any capacity, for more than 6 hours a month, at Thrupp Primary School, Thruppers or Wake up Club, book their children into this care facility, they are subject to a 25% discount for the sessions that they use.