# CLIFTON PRIMARY SCHOOL

# Charging Policy

January 2026

## 1. Rationale

1.1. With the emphasis on academic standards, it is important to remember that extra activities which take place inside and outside of school hours are extremely important to the enhancement of pupils' education. This policy is intended to record the procedures with regard to the charging for and remission of charges for school activities to enable pupils to continue to enjoy the benefits of organised and educationally inspiring experiences beyond the classroom.

1.2. There also needs to be consideration given to the use of the school resources by others for activities such as private telephone calls and photocopying.

## 2. Aims

2.1. We aim to provide an enriched education that enables all of our pupils to participate in activities funded by voluntary contributions that should not be restricted to those able to pay.

2.2. We aim that the resources of the school should support the work of the school and no individual adult should privately benefit from the free use of those resources.

## 3. Charging for School Activities

3.1. The Governing Body has agreed that charges for activities should be made as follows:

3.1.1. Education during school hours should be mainly free of charge – but to enable activities to take place we will seek voluntary contributions for activities that are intended to enhance learning opportunities.

3.1.2. There may be occasions when an external agency arranges an activity to take place during school hours in which case charges can be made as required by the external agency to cover the cost of the activity.

3.1.3. Parents are not required to pay for or supply materials, books or equipment for use in school time. Contributions on a voluntary basis would be expected for charges to cover ingredients etc. where parents have indicated in advance a wish to own the finished product.

3.1.4. Charging is not permitted for class music tuition during school time or group musical activities out of school hours provided by staff of the school. Charges may be made for other musical tuition outside of school time.

3.1.5. A non-residential activity is deemed to take place in school time if 50% or more of the whole time taken on the activity occurs during school hours. In this case, no charges will be made if it is organised by the school but voluntary contributions can be sought.

3.1.6. A residential activity is deemed to take place in school time if 50% or more of the sessions take place on days when the school is open. In this case if it is organised by the school, only charges for board and lodging may be made BUT appropriate remissions must be applied.

## 4. Voluntary Contributions

4.1. Voluntary contributions will be requested from parents for various school time activities. Where these requests are made it will be clearly stated that the contributions are voluntary and no child will be treated any differently according to whether their parents pay or not.

4.2. Where an activity will not be able to take place without sufficient funds being collected, this will be explained at the planning phase. It is recognised that in some cases this may lead to an activity being cancelled.

## 5. Planning Activities

5.1. Activities will need to be planned well in advance so the financial and educational implications can be properly addressed. It is essential that parents know exactly what the position is over any payments they are invited to make.

## 6. Other Charges

6.1. Telephone Calls – it is assumed that the school telephone will only be used by staff members as an emergency measure. The Governing Body have agreed that these calls will not be charged for as a gesture of goodwill. However any other calls by staff, or by members of the public including parents will be charged at a flat rate commensurate with the rental and call charge at the time.

6.2. Photocopying – all copying for private use will be charged at a flat rate per copy as commensurate with the rental and copy charge at the time.

6.3. Nursery charges – If a foundation stage one pupil stays an extra afternoon or morning in schools, parents are charged at a rate of £12 per AM or PM.

To be reviewed January 2028