

# Charging Policy

The Gattons Infant School



**Date Reviewed:** Autumn 2025

**Date Approved:** Autumn 2025 (Staffing and Pupils)

**Next review due by:** Autumn 2026

## **Introduction**

The Education Reform Act 1988 requires the Governors of The Gattisons Infant School to adopt a charging and remission policy in respect of activities which take place within school time, as determined by the Act.

It is the Governors' belief that activities organised by the school, as part of the children's education should be available to all children regardless of their parents' financial circumstances. No child will ever be excluded from an activity for non-payment of a contribution, though there could be occasions when an activity may need to be cancelled if there is a significant shortfall overall.

School trips, school run clubs and other curriculum activities are free of charge to all children eligible for pupil premium funding.

### **A. VOLUNTARY CONTRIBUTIONS**

In order to enrich and enhance the curriculum for all pupils, activities may be organised for which the Governors will request contributions from parents or carers. All such requests will be made in writing setting out the reason for the request. All such charges will not exceed the cost of the activity apportioned equally amongst those participating.

In respect of voluntary contributions, the Governors will take account of the following factors:

The need for long term planning so parents receive adequate notice of a request for a voluntary contribution.

The right of parents to withdraw their voluntary contribution before the booking has been made.

The availability of other sources of funding to subsidise the activity, for example Friends of the Gattisons School (PTA) funds, the School Fund or the school budget.

Any parent who is unable to meet the cost of the voluntary contribution is asked to approach the Headteacher in confidence, either in writing or in person, so that special arrangements may be made.

If a parent wishes their child to take part in a school trip or event, but is unwilling to make a voluntary contribution, the child will still be allowed to take part. Sometimes the school or FOOGS pay the additional cost to support the visit or event.

Parents have a right to know how each trip or event is funded and the school will provide this information on request.

Voluntary contributions are required for the following activities:

#### **1. Visiting groups and special curriculum events.**

In relation to planned activities during the school day, for example a theatre visit, artist in residence, musicians, dancers, sports coaches, authors, poets and so on, and special curriculum resources such as for cooking, art work and Science and Design Technology, the Governors will invite parents to make a voluntary contribution towards the cost of providing such activities with each family being asked to contribute towards the cost of the event.

Parents may pay for these activities either in one payment, or they may spread the cost over several weeks. Any parent wishing to do this should ask in the office.

#### **2. Off-site activities.**

It will be necessary to ask parents to make a voluntary contribution for any off-site activity which requires transport and entry costs to ensure the activity may take place. If substantial parental contributions are not forthcoming for any proposed trip, then the Headteacher in consultation with the Governors will look at the viability of the activity taking place. Payment for such activities will be made prior to the event and the cost will vary depending on the cost of transport and admission. Parents may pay for these trips either in one payment, or they may spread the cost over several weeks. Any parent wishing to spread the cost should ask in the office.

What are the expected off site trips and visitors this academic year?

Reception.	Autumn Term.	Spring Term.	Summer Term.
Trip / visitor.	Fire Service Diwali - visitor.	Farm Visitor.	Coach trip.
Voluntary contribution request.	No cost.	Approx. £7 per child.	Max £20 per child.

Year 1.	Autumn Term.	Spring Term.	Summer Term.
Trip / visitor.	Pond dipping. Perform theatre.	Planetarium. Library Trip (no cost).	Coach trip.
Voluntary contribution request.	Approx. £3 per child.	Approx. £5 per child.	Max £20 per child.

Year 2.	Autumn Term.	Spring Term.	Summer Term.
Trip / visitor.	Woodland rangers Coach trip.  Library trip (no cost).	Multi-skills trip. Coach trip.  Local area walk.  Library Trip (no cost).	Woodland Rangers Coach trip. Fire service.
Voluntary contribution request.	Max £20 per child.	No cost.	Max £20 per child.

**B. FIXED COST ACTIVITIES.**

Payment from all participants is required for the following activities:

**1. After School and Lunchtime Activities.**

Any Lunchtime and After School Clubs run by outside bodies will be subject to a charge and parents will be asked to pay these organisations directly.

Any After School Clubs run by the school may be subject to a charge for resources only but this would be made clear to parents before choosing the option for their children to attend such an activity. Any parent who was unable to pay this charge would be invited to discuss this, in confidence, with the Headteacher.

**2. Music Tuition.**

All children study music as part of the National Curriculum for which there is no charge. However, pupils may apply to the Local Education Authority for instrumental tuition from the Schools' Music Service. The cost of this tuition is paid for by parents. Parents will be informed of the cost before they agree to their child beginning the lessons. The hire or purchase of musical instruments must also be fully funded by the parents.

**C. BREAKAGES.**

The school may ask parents to pay for damage to school property or equipment where this is a result of a pupil's behaviour. This includes damaged reading books.