

## Charging Policy

**This policy was approved by Governors on 15<sup>th</sup> January 2026 and will be reviewed annually, with the finance policy.**

### Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. However, we do ask for voluntary payments to cover the cost of swimming and other activities / trips.

### School Trips

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school informs the parents of the costs for the trip. The Governors deem that all parents should contribute and meet the cost of the trip. Any parent who feels they cannot meet the cost in full are invited to meet with a member of the SLT to discuss payment options. If insufficient contributions are raised to fund a visit, then the visit may be cancelled if it is not financially viable. All the children participate fully in the visits, irrespective of whether their parents have made a full, part or no contribution.

Any charges made in respect of individual pupils does not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It does not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The calculation of charges for any activity in which the school requests payment is available from the school upon request.

Where activities have been cancelled by the school due to lack of enough funds raised, the school will endeavour to return all money paid but this is dependent on the nature of the visit and the intended location's individual regulations on refunds.

The following is a list of additional activities organised by the school, which require a full or part payment from parents. These activities are known as 'optional extras'. The list is not exhaustive:

- Visits to museums / theatre / music events
- Sporting activities which require transport expenses
- Outdoor adventure activities

### Residential Visits

Residential visits organised by Navenby Church of England Primary School are deemed to take place outside school hours and, therefore, a request for a payment is made.

A charge for board and lodging will be made; the charge will not exceed the actual costs. Parents who are in receipt of the following benefits will be asked to contribute 50% of the cost for board and lodging for the residential visit:

- **Income Support (IS);**
- **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;**

- and for most people **Universal Credit** which is replacing Child Tax Credit, providing they are not entitled to Working Tax Credit and have an annual household income (as assessed by HM Revenue & Customs) that does not exceed £16,000

Once final payments have been made by the school to the provider of the residential visit, no refund can be given.

### **Hot School Meals**

The school offers a hot school meal option each day and menus are distributed to all parents on a weekly basis. Payment must be made in full with the menu choices, by the deadline specified on the menu. Pupils who the Local Authority has confirmed are eligible for free school meals will be offered a meal free of charge as will all pupils in Key Stage 1 (under the Universal Infant Free School Meals scheme offered by the Government). These must still be ordered in advance adhering to the same deadline for those paying for the meals.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons in line with current legislation and County Council policy. Parents in receipt of the benefits stated above can claim a reduced fee. We give parents information about additional music tuition at the start of the academic year.

It is not our policy to offer refunds for lessons missed through illness or other absence, unless such absence is the result of school led activities such as sporting events or visits. In the event of the music tutor being unavailable we will offer a credit for the lesson missed against future lessons.

### **Swimming**

The school organises swimming lessons for some children in KS2 (usually Year 3). These take place in school time and are part of the National Curriculum. The school asks for contributions towards pool and swimming coach hire and transport costs. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. Additional swimming for non-swimmers is subsidised by the PE premium.

### **Non Curriculum-based Activities.**

Where the activity is not a part of the curriculum but is done in school time, the school reserves the right to ask parents for the full contribution to the cost of the activity. This can be for 'treats' organised by FONS, such as the pantomime visit, where there may be an additional cost not funded by FONS. This is to protect the main school budget, which could be affected by non-payers, so this money is directed to learning and associated resources.

### **Breakfast Club**

The school offers a Breakfast Club facility, run in the school hall each day between 7.45 am and 8.45 am. The children are provided with a range of activities and a selection of breakfast foods. We make a charge for this service to cover the costs of staff, resources and breakfast foods. Pupils who the local authority has confirmed are eligible for free school meals will be offered a place free of charge. Parents are required to book and pay for places in advance. It is not our policy to offer a refund if pupils miss a booked session through illness or other absence.

### **After School Clubs**

After school activities offered by the school do not form part of the National Curriculum. However, we do not make a general charge for such activities if they are run by the school, e.g. sporting activities. However, we may from time to time request a voluntary contribution towards the cost of consumables required by the pupils. Clubs run by outside agencies may make charges and parents will be informed of these by the agency or company concerned when the opportunity to participate is offered.

### **Damage to School Property**

Where there is wilful damage to school property, due to an act of unacceptable behaviour, the school can ask for the repairs/replacements to be paid for by the parents of the child(ren) damaging the property. The request will be put in writing by the Headteacher, clearly stating how the damage was caused and the cost for the repairs/replacement. The cost to parents will be for the actual damage and not any additional time the school needs to repair the damage.

### **Bad Debts:**

There is a method for debt recovery which is to have a section in any letting contract which details what would happen if debts are not paid. This will usually be a 30 day notice period before termination of the contract. In regards to wrap around care (Breakfast Club), payment **must be made** by the date specified. **The school reserves the right to withhold Breakfast Club provision for any child/ren if fees are not paid by the date specified on the invoice**

Policy Approved: Full Governors meeting 15<sup>th</sup> January 2026

Signed:

Chair of Governors: ..... Mr J Kirby

Head teacher ..... Mr. C Elliott