



Journeying together with God

**Bramley St Peter's C of E (VA)
Primary School**

CHARGING POLICY

*Ratified by the Governing Board on 24th November 2025.
To be reviewed every two years.
Review due November 2027.*

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents and carers.

Responsibilities

The Governing Board of Bramley St Peter's C of E Primary School are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Board.

Charges cannot be made for

The Governing Board of Bramley St Peter's C of E Primary School recognise that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits if the pupil is being prepared for the re-sit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Board or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs.
- Vocal and musical instrument tuition.
- Breakages and replacements as a result of damages caused willfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity e.g. breakfast club.
- Damage/vandalism/loss to and of school property.
- Community use/lettings (arrangements for the letting of school premises and charges are contained in the 'Lettings Policy').

Remission

Children whose parents/carers are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit - Income Support.
- Income Based Jobseeker's Allowance.
- Support under Part 6 of the Immigration and Asylum Act 1999.
- Child Tax Credit, where the parent is not entitled to Working Tax Credit
- Guarantee element of State Pension Credit.
- An income related employment and support allowance.

The threshold for each of the support payments and benefits varies year on year – up to date allowances can be found at <https://www.gov.uk/browse/benefits>

Voluntary Contributions

Parents/carers will be invited to make a voluntary contribution for the following:

- School trips related to enhancing the curriculum
- Residential trips
- In school activities and visitors
- Materials for projects where models etc are taken home
- Non-curriculum based activities e.g. ice skating, Year 6 Leavers' trip
- Any other trips/activities that may arise over the year not covered by the above.

The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents/carers;

- That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay.
- That registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity may be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to fund;

- Entrance/activity fees
- Travel costs
- Equipment costs
- Food
- Professional services

School Meals

The Governing Board will determine and publish annually the price to be charged for school meals/milk using the recommended price, as outlined by the Leeds City Council, as a guide.

Reviewed by R Esplin (Jan 15)

Reviewed by R Esplin and the Resources committee (Jan 17)

Reviewed by R Esplin and the Resources committee (Oct 19)

Reviewed by R Esplin (Sept 21)

Reviewed by R Esplin (Nov 23)

Reviewed by R Esplin (Head) and D Leak (SBM) – Sept 25