





Caradog Primary School Charging Policy

This Policy is a:	School Policy
This Policy is:	Statutory
Staff / Area:	Headteacher
Governor Link(s):	Rebecca Buckley
Published / Located:	January 2020 / School Website / Staff Drive
Previous Review Date:	2023
Review Date:	March 2026
Next Review Date:	March 2029
Reviewed by:	Policy Committee
Headteacher signature:	
Chair of Governor signature:	

Caradog Primary School
Charging Policy

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities in Caradog Primary School. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

Circumstances where no charge is made:

No charge will be made for:

Education in School

- Education provided wholly or mainly during school hours.
- Admission to school for children of compulsory school age.
- Activities which are part of the Curriculum, or are part of a prescribed examination syllabus, or part of Religious Education.
- The supply of any materials, books and instruments or other equipment.

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the Curriculum.

Residential visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit 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 visit.

Music tuition

- Children learning to play musical instruments as part of the National Curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education; or
- Cost associated with preparing a pupil for an examination.

Examination fees

- Entry for a prescribed public examination if the pupil has been prepared for it at the school or for examination re-sit if the pupil is being prepared for the re-sits at the school.

Swimming

- The school organises swimming lessons for children in Years 3-6. These take place in school time and are part of the Curriculum. We make no charge for this activity.

CARADOG PRIMARY SCHOOL – CHARGING POLICY

- We inform parents when these lessons are to take place, and we ask parents for their written permission for their child not to take part in swimming lessons.

Breakfast Club

The school provides a free Breakfast Club between 8a.m. and 8:50a.m. daily.

Clubs

The school offers additional sports' coaching and other activities after school. All are run by school staff. There is no charge for these activities.

However, when a club is run by a private organisation, e.g. Playsports, a charge is made, organised by the provider.

School minibus

We do not charge children if they are transported in the minibus to an extra-curricular activity or on an educational trip.

If the minibus is used to transport pupils on a pleasure trip, a charge is normally payable to cover fuel costs.

Circumstances where the School may Charge Parents:

Optional Extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

Education

- Activities which take place mainly or wholly out of school time if they are not part of the Curriculum, not part of a syllabus for a prescribed public examination that the pupils being prepared for at the school and not part of religious education.
- Materials used in practical subjects and project assignments provided parents/ carers have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.

Music tuition

- Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the Curriculum or a public examination syllabus being followed by the pupil.

Transport

- Transport that is not required to take the pupil to school or to other premises where the Governing Body have arranged for the pupil to be provided with education.

Examination Fees

- The examination is on the set list, but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the Governing Body or LA originally paid or agreed to pay the entry fee.

Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.

Requests to parents / carers for voluntary contributions will state that:

- There is no legal obligation to make a voluntary contribution;

CARADOG PRIMARY SCHOOL – CHARGING POLICY

- Pupils will not be excluded through parents' / carers' inability or unwillingness to pay;
- Pupils of parents / carers who cannot contribute will not be treated any differently; and
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.
- Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents / carers are unwilling or unable to pay the full charge.

Remissions

Residential Trips:

The Governing Body has agreed to remit the cost of board and lodging and transport of a residential trip for all pupils in Year 5 and 6 (Year groups which have the opportunities for such residential visits). This means that parents / carers will only need to pay part of the cost; covering activities, etc.

The Governing Body / Headteacher may wish to remit in full or in part, the cost of other activities for parents / carers in certain circumstances, looking at each case individually.

Supplementary Information


Uniform, P.E. Kit, Calculators, Pens, etc.

Parents / carers can be invited to equip their child with items of personal equipment intended to be used solely by their child.

Breakages and Damage

Where a pupil's behaviour results in damage to school property or equipment, parents / carers may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the school's discretion.

Revised April 2026

Signed: 

Date: 08.04.26

Headteacher

Signed: 

Date: 08/04/2026

On Behalf of the Governing Body

CARADOG PRIMARY SCHOOL – CHARGING POLICY