



SHUSTOKE C.E. PRIMARY SCHOOL

CHARGING POLICY. March 2025

The following guidelines result from discussion between Governors and Headteacher. They will be reviewed annually and amended if necessary.

1. In line with DCFE guidance parents will be asked for 'Voluntary Contributions' to finance trips etc.
2. As far as possible parents will only be asked to contribute to activities which enrich the curriculum. (e.g. parents will be asked to pay for transport to swimming but **not** asked to pay for the lessons)
3. Although we do not charge for most of our school-time activities, we invite parents to make a contribution to make school funds go further. The essential point is that no pupil will be left out of an activity because his/her parents/guardians cannot or will not make a contribution of any kind. No child will be excluded from any activity if a contribution is not offered by their parents. This is different from parental withdrawal of consent. It may be necessary to state that the activity will not take place if parents are reluctant to support it. The terms of any request for contributions must be made clear:
 - a) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
 - b) for some trips we may operate a system so that the cost can be spread over a longer period.

There is no limit on the level of voluntary contribution which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions. Parents are asked to contribute towards part of the cost of the visit or activity, and the rest could be met from the proceeds of general fund raising events.

4. Parents who are experiencing financial difficulty are invited to contact school. Short term small amounts (under £20) will be subsidised by school. If parents are experiencing long term difficulties and larger



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amounts they will be provided with an application form to apply to The Coleshill Grammar School Fund. The fund undertakes support of local school children through subsidisation of their school activities. Alternatively, an application may be made by the Headteacher to the Thomas Huntbach Charity.

5. Pupils for whom the school receives the Pupil Premium can have assistance with the cost of visits and residential trips.
6. Parents/guardians who have contributed voluntarily may not have a refund if their child is unable to take part in the trip through illness as school has already incurred costs of transport etc.
7. The larger amounts needed for residential trips in Years 5 and 6 can be paid in instalments monitored by the use of a payment card. If parents are experiencing financial difficulty, an application may be made to the Coleshill Grammar School Foundation.
8. Peripatetic music lessons will be provided by County Music Service. The fee will pay for the time booked for tuition only. There will be no profit for school from these fees.
9. Parents will be asked to pay for the replacement of equipment, materials, etc. where items need to be replaced due to wilful damage or careless loss.

The charge will be at the Head Teachers' discretion, based upon replacement cost and value of the lost/damaged item.

10. There will be no charges for the small number of trips directly linked to school curriculum e.g. team meetings, practices etc.
11. Class trips will have a charge attached as will other events such as Christmas theatre trips.
12. Requests for school policy documents will be charged at 5 pence per single sided A4 sheet. Charges made to members of staff and other educational bodies will be at the discretion of the Head Teacher.



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Appendix 1

Information to be included in a school trip letter:

- Opening paragraph to inform of links to NC, educational reasons for visit etc.
- Which classes are included
- Dates and times of visit
- Lunch arrangements (non fizzy drinks in a disposable container - no glass bottles)
- Special clothing requirements as necessary
- Request for adult help
- The amount of voluntary contribution if applicable
- Attached reply slip, to give parental permission and inclusion of voluntary contribution. Also to include child's name, class and parent's signature.

This policy will be reviewed annually as part of the SFVS (Schools Financial Values Standards review) and updated as necessary.