



# WINDHILL PRIMARY SCHOOL

FLYING HIGH FOR EXCELLENCE



## Charging Policy 2025 / 2026



Person responsible for policy:	Donna Howard
Approved by:	Lynne Mathers
Role:	Chair of Governors
Signed:	
Review date:	September 2026



Many aspects of the school's curriculum, for example museum, parks, field centre visits, take place outside the classroom. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children in the school. Recent legislation (Education Act 1988) prohibits the charging for such activities. However, by requesting contributions towards the cost it will be possible for their continuation. It follows therefore that without sufficient voluntary contributions the school may well be unable to provide certain activities.

## **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 some music tuition where we pay for the tuition but ask parents to buy their own music books and pay any examination fees if the child progresses that far.

## **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

## **Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging and travel expenses. Parents who receive state benefits may be entitled to reduced fees for board and lodging.

## **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. The peripatetic music teachers teach individual or small group lessons where required. These are optional and we will give parents information about additional music tuition at the start of each academic year. Where additional lessons are taken up, there may be a small termly fee.

## **Swimming**

The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. 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.

## **Damaged or lost items**

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents/carers. Parents/carers will only be charged the replacement cost to purchase the same or equivalent item.

## **Damages**

The school will always seek to recover all costs and charges incurred with regard to reinstatement after damage to school facilities, infrastructure, furniture or assets where an individual or individuals are identified.

Charges for damages may include third party contractor costs and school site team working time costs.

Where more than one individual or several individuals are identified as directly causing or contributing to damage, a percentage will be apportioned based on proven culpability.

Culpability of individuals with regard to damage liability will be established by;

- Written statements of admission by those identified
- Corroborative written statements by witnesses
- Review of CCTV footage

Parents/carers will be directly invoiced by the school. A staged payment period will be considered by the Headteacher on application and subject to mutual agreement. Overdue invoices (whether partially or fully outstanding) for payment will be pursued through the LA for recovery.