



**Osborne**  
Co-operative Academy Trust



# **Charging Policy**

## **Thameside Primary School**

**Last reviewed: March 2025**  
**Next review date: March 2027**

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

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### 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

### 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

### 3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

### 4. Roles and responsibilities

4.1 The governing board - The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers - The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff - Staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents - Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### 5. Where charges cannot be made

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 individual or small group music tuition.

## **6. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. 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/carers have not paid any contribution. We do not treat these children differently from any others.

The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

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

- Sporting Activities
- School trips
- Musical Events
- Transport
- Outdoor adventure activities
- Visiting Museums

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **7. Activities we charge for**

The school will charge for the following activities:

Breakfast Club (Sunrise) The school offer before school provision between 7.45am and 8.30am which is chargeable.

Music Tuition - All children study music as part of the school curriculum. We do not charge for this. There is a charge for individual or small group music tuition, since this is an additional curriculum activity and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents/carers information about additional music tuition at the start of each academic year.

Swimming - The school currently organizes swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. This activity is subsidised by the school, however parents/carers will; be asked to pay a voluntary contribution towards the cost of the hire of the swimming pool, the instructors and the coach. We inform parents/carers when these lessons are to take place and we ask their written permission for their child to take part.

Year 6 Residential Visit – The school aims to organize a residential visit during the Year 6 school year. Information is provided to Parents at the earliest opportunity to allow a payment plan to be set up.

## **8. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

## **9. Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy

