

# Woodley CofE Primary School



## Our Vision

At Woodley CofE each person is unique and accepted as a child of God. Through strong Christian values and our BRIGHT attitudes to learning, we inspire hearts and minds to create life-long learners, who have the skills, knowledge and understanding to shine brightly in the world.

*"Let your light shine before others." Matthew 5:16*

## Charging Policy

Responsibility of: Finance and Facilities Committee  
Type of Policy: Statutory  
Reviewed: July 2025  
Date of Next Review: July 2026

| Version | Date Policy Adopted/Reviewed                           | Approved by governors | Description |
|---------|--------------------------------------------------------|-----------------------|-------------|
| 1       | November 2009                                          | 2007                  |             |
| 2       | Reviewed Nov 2012                                      | Nov 2012              |             |
| 3       | Reviewed April 2014                                    | April 2014            |             |
| 4.      | Reviewed April 2015                                    | April 2016            |             |
| 5       | Reviewed Mar 2016                                      | Mar 2018              |             |
| 6       | Amended due to change in residential trip arrangements | Feb 2017              |             |
| 7       | Reviewed and amended                                   | September 2017        |             |
| 8       | Reviewed and no amendments                             | September 2018        |             |
| 9       | Amendment to educational visits                        | September 2019        |             |
| 10      | Reviewed no amendments                                 | February 2021         |             |
| 11      | Reviewed no amendments                                 | February 2022         |             |
| 12      | Reviewed and amended                                   | June 2023             |             |
| 13      | Reviewed and no amendments                             | July 2024             |             |
| 14      | Reviewed and no amendments                             | July 2025             |             |

Alternative formats available:

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enlarged print  
audio

# Woodley CofE Primary School

## **1 Introduction**

- 1.1** All education during school hours is funded by the Government. We do not charge for any activity undertaken as part of the National Curriculum; however, there are certain exceptions to this, such as some individual or small-group music tuition and /or the costs of consumable items used in connection with any activity, where the finished product is available for students to consume or take home. This is at the discretion of the Head Teacher and all requests for charges or voluntary contributions must be approved.

## **2 Voluntary contributions**

- 2.1** When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions to make the visit financially viable, we may cancel an activity. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. We welcome additional contributions made by parents for an individual trip and the school keeps a register of their generosity.
- 2.2** Refunds will only be made in exceptional circumstances and at the discretion of the Head Teacher
- 2.2** No child will be excluded from an activity or trip. Parents who are unable or unwilling to pay need to contact the school to discuss this in confidence. The Head Teacher has the discretion to waive or reduce any charges properly made or any voluntary contributions paid or promised. Any request by a parent or carer for waiver or remission of charges or voluntary contributions will be treated in confidence. 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 will provide this information on request. Please refer to school's Freedom of Information guidance and costs.
- 2.3** The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - visiting authors;
  - sporting activities;
  - DT activities
  - school day trips to places of interest linked to termly topics
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - musical events.

## **3 Residential visits**

- 3.1** If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do

make a charge to cover the costs of board and lodging. Additional adult support required for children with SEND will be funded by the school.

#### **4 Music Tuition**

**4.1** All children study music as part of the normal school curriculum. We do not charge for this.

**4.2** 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.

**4.3** Where the school undertakes music lessons, if the instrument is taken home a small deposit may be charged to cover loss or damage. This is at the discretion of the Head Teacher.

#### **5 Swimming**

**5.1** The school organises swimming lessons for children at some point during Key Stage 2. These take place during school time and are part of the National Curriculum. We, therefore, make no charge for this activity or transport to and/or from the 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.

#### **6 Extra-Curricular Activities**

**6.1** The school offers extra-curricular activities run by instructors who are not members of the school staff. There is a charge for these sessions. There are a variety of school-run extra-curricular activities for which there is no charge. Refunds for clubs will need to be discussed with the external provider where appropriate. The school charges hall hire to external companies who use the school facilities to provide clubs for the children.

#### **7. Pupil Premium and Ever 6 Funding**

**7.1** Please refer to the School's Pupil Premium policy for advice on funding for children whose families receive Pupil Premium Funding. Clubs provided by external companies do not offer free places to children who receive pupil premium.

#### **8. School Performances**

**8.1** The school reserves the right to charge for tickets to attend school performances. Ticket prices will be reviewed annually. If parents are unable to pay they need to make an appointment to discuss this with the Head Teacher in confidence.

#### **9 Monitoring and review**

**9.1** This policy shall be interpreted consistently with all statutory provisions and statutory guidance from time to time in force relating to charging for school activities. This policy will be reviewed by the Finance and Facilities Committee on behalf of the Governing Body annually.