Scarning VC Primary School

Charging Policy 2025

Adopted by FGB: 1st December 2025

Review Date: December 2026

Charges for School Activities

Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. Norfolk County Council has adopted a policy, which it recommends to governors. The Governing Body at Scarning VC Primary School has agreed to adopt this policy.

These are the activities for which you will be charged:

- Music tuition: individual tuition in playing a musical instrument, which is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. Schools may charge for instrumental tuition given to groups of any size provided that the tuition is provided at the request of the pupil's parent.

- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.

- Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

School Trips

Following a school trip, any profit amounting to more than £5.00 per head, shall be refunded to parents. Where the profit is less than £5.00 per head, the school will retain this money to offset losses made on other trips.

Library Books

We will make a charge for any lost library books. This will be the cost of replacing the book.

Activities outside school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.
Schools can ask for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School equipment
- General school funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possibility of an activity if insufficient voluntary contributions are received.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - only parents who are means tested are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher. There may be an opportunity to apply for help with funding.

Approved by the Chair of Governors ……..(date) ……....

Review date …….