

St. Joseph's Catholic Primary School, EPSOM



Charging for School Activities Policy

Updated June 2025 by TH/AC

Responsibility Schedule

Responsible Committee	FGB
Last Checked Date	June 2025
Last Checked By	Head and SBM Governor

Statement of Policy

St Joseph's School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences.

Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

Introduction

In schools maintained by the local education authority (LEA), the education provided wholly or mainly during school hours is essentially free. This includes materials, equipment, books, and transport provided in school hours by the LEA or the school to carry pupils between the school and an activity. Parents may only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or Religious Education.

If a charge is made for each pupil it should not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, this must be by voluntary contributions or general fundraising.

Day Trips

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made. Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.

Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.

Once a trip has been paid for, there will be no reimbursement for absentees on the day.

Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the School Fund.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Residential Trips

For a residential activity that takes place largely during school time, or is to do with the National Curriculum or Religious Education, no charge may be made either for the education. However, charges can be made for board and lodging in these circumstances. These charges must not exceed the actual cost for the pupil.

For pupils who are disadvantaged and who do or have ever received Pupil Premium funding, the school provides for the complete remission of any charges otherwise payable for board and lodging on a residential trip.

Music Tuition

The County Music Centre provides and charge for music lessons. The school is not involved with the arrangement. A charge will be made for peripatetic music lessons according to the charges set by the Centre. There is no obligation on the school to provide the opportunity for pupils to receive individual music tuition.

Voluntary Contributions

Although schools cannot charge for school-time activities, we still invite parents to make voluntary contributions. All requests to parents for voluntary contributions make it quite clear that the contributions are voluntary. Children of parents who do not contribute are not treated any differently.

However, the activity might be cancelled if insufficient contributions are received. It is permissible for the school to ask parents to contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed. No pupil may be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Contribution to the School Fund and the Swimming Fund

In order to supplement a limited budget we ask each family for a voluntary contribution of £30.00 per child per year (£60.00 per family) which is payable in September.

All pupils will be treated equally regardless of whether we receive contributions.

The School Fund exists to enhance the learning experiences of the children at St Joseph's School. It could be used to provide, for example, visits from theatre companies or curriculum related workshops

How is the money used:

- One third is transferred to the Governors' fund. As a Catholic school, the Government holds us liable for 10% of all building costs.
- To enhance the school resources and environment as identified during the school year where funding from the DfE does not meet needs
- To support school activities where other funds are not available .e.g shortfalls in trip and events contributions.
- To support any social and welfare needs identified for any child in need.

The swimming fund exists to enhance the learning experiences of the children at St Joseph's School. The funds are used to help pay for the maintenance and upkeep of our outdoor pool and towards the tuition costs. All pupils will be treated equally regardless of whether we receive contributions; the suggested contribution is £45 per child (£90 per family).

Charging for Extra Curricular Clubs

The school charges for clubs outside of normal school hours that are not part of the National Curriculum. The income covers the costs of materials, resources and staff/provider charges.

Charging for Home Economics, Craft etc

The cost of materials, equipment, ingredients, etc must be borne by the school. Parents may be asked to a voluntary contribution towards the cost of these items. If the parent indicates that they wish to own the finished product, then a charge may be made.

Breakages and Fines

The school will ask parents to pay for the cost of replacing a broken window or defaced, damaged or lost textbook where it is the result of a child's behaviour.