



# **Chauncy School Charging Policy**

Review date: December 2025  
Next Review: September 2026

## **CHARGING POLICY**

### **1. Statement of Intent**

Any charges made by the school must meet the requirements of the Education Act 1996 Sections 449-462 which sets out the law on charging for school activities in schools. The governors endorse the guiding principles contained in the Act, in particular that no student should have its access to the curriculum limited by charges.

### **2. Aims**

To make a broad programme of trips and activities accessible to as many students as possible. To establish and maintain a fair and coherent system of charges within the constraints of the school budget.

### **3. Practice**

Charges will not be made for any activities which form an essential part of a prescribed public examination syllabus, or are necessary to fulfil National Curriculum requirements. Voluntary contributions only may be requested (Appendix 1).

*Music:* Charges may be made for teaching an individual student to play a musical instrument, unless it is part of a public examination course. Voluntary contributions only may be requested (Appendix 1).

Parents/carers must give the school at least half term notice, in writing, regarding the cessation of lessons or they will be charged for this period

*Technology:* In practical subjects, parents may be asked for the full or partial cost of material or ingredients, if they have indicated in advance that they wish to own the finished product.

*Examinations:* The cost of public examination entries for subjects taught within the school will be met by the school.

Charges may be made for the cost of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside school hours.

The costs of re-sits of public examinations where no further preparation has been provided by the school may be charged.

Charges may be made for the cost of scrutiny of examination results, if requested by parents.

*Trips and Visits:* The majority of activities which are wholly or mainly within school hours should not normally be chargeable (Appendix 2). Voluntary contributions only may be requested (Appendix 1). No student may be excluded, because of inability to pay, but the school is entitled to cancel the activity if the level of contributions does not meet its budgetary requirements.

Voluntary contributions for board, lodgings and travel costs will be requested on residential trips, which take place largely during school hours (Appendix 3,4). Charges can be made for trips which take place mainly out of school time (Appendix 3), provided that they are not an essential part of a public examination syllabus or necessary to fulfil National Curriculum requirements.

*Refunds:* In the event of any student being withdrawn from a planned activity, trip or visit due to behavioural issues or having left the school, parents/carers will be responsible for any costs incurred by the school.

*Breakages and damage to school property:* the school will charge parents/carers for the repair or replacement of school property damaged or defaced as a result of that student's unreasonable behaviour.

## **Appendix 1**

Possible wording could be:

"We would very much like this school trip to take place. However, the activity can only go ahead if parents are prepared to contribute payment. It is entirely up to you whether you do contribute or not, but we must emphasise that if parents do not contribute this sum, the activity will not take place. If parents decide for private reasons, they do not wish their son/daughter to participate in this school trip, there is no compulsion. This parental decision would not prevent the other students from participating in this activity."

"If the cost is a problem, please contact the Finance Manager, as soon as possible, to investigate the possibility of financial assistance".

## **Appendix 2**

For example, a long-distance trip might involve travel before and after normal school hours, but if the time spent at the destination falls mainly within school hours, the trip would count as happening within school time and be subject to voluntary contribution. However, a trip which involved leaving school an hour or so earlier in the afternoon and went on until late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

## **Appendix 3**

A trip from noon on Wednesday to 9 pm on Sunday would count as nine half-days, including five school sessions and would count as taking place in school time.

A trip from noon on Thursday to 9 pm on Sunday would count as seven half-days, including three school sessions and would be classified as taking place largely outside school time, therefore, charges could be made.

## **Appendix 4**

Students whose parents are in receipt of one of the following benefits will qualify for full or a partial assistance with charges:

- Universal Credit – If you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get)
- Income Support
- Income based Jobseeker's Allowance
- Income-Related Employment and Support Allowance
- Support under Part VI of Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit

## References

Charging for school activities May 2018 Department for Education

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)