



Charging Policy

Approved:	December 2024
Last review:	June 2025
Next review due by:	September 2026

The Governing Body of London Fields Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

1. Introduction

This policy has been formulated in accordance with DfE advice on Charging for School Activities

2. Aim

The aim of this policy is to set out what charges will be levied for school activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Section 4, 6 and 7 covers education provided wholly or mainly during school hours; Section 8 covers charges for extended activities outside school hours, provided by or on behalf of the Governing Body of London Fields Primary School.

3. Responsibilities

The Governing Body of London Fields Primary School is responsible for determining the content of the policy and the Headteacher for implementation. Any decisions with respect to individual parents will be considered by the Headteacher.

4. Prohibition of Charges

In line with DfE guidance, the Governing Body will not charge for any of the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for the examination at the school;
- Transport provided in connection with an education trip.

5. Publication of Information

A copy of this policy will be displayed on our website.

6. Charges for Curricular Activities

- a) Board and Lodging on residential visits (not to exceed the costs).
- b) The proportionate costs for an individual child of activities wholly or mainly outside of school hours ('optional extras') to meet the cost for:
 - (i) Travel
 - (ii) Materials and Equipment
 - (iii) Non-teaching staff costs
 - (iv) Entrance fees
 - (v) Insurance costs
- c) Individual tuition in the playing of a musical instrument
- d) Re-sit(s) for public examinations where no further preparation has been provided by the school.
- e) Costs of non-prescribed examinations where no further preparation has been provided by the school.
- f) Any other education, transport, or examination fee unless charges are specifically prohibited
- g) Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- h) Extra curricular activities and school clubs (see section 8).

7. Voluntary Contributions

Parents will be invited to make a voluntary contribution to the following:

- a) For class trips to locations outside of school that require a fee to be paid (e.g. Aquarium, London Zoo, etc..)
- b) For the cost of a coach to and from the school (e.g trip to the seaside).
- c) Pay for the cost of an educational visitor to run a programme in school.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents.

- a) That the contribution is genuinely voluntary and the parent is under no obligation to pay: and
- b) That the registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contributions is delegated to the Headteacher.

Voluntary contributions will be used to:

- Cover the admission fee for groups of children on trips
- Cover the cost of coach transport to and from school
- Cover the cost of employing an educational visitor into the school to run programmes.

8. Charges for Extended Activities

Charges made for optional, extra activities provided outside of the school day, for example football, cooking, African drumming, dance, art, drama, music. Charges are also made for extended activities provided in or around the school by, or on behalf of the Governing Body.

9. Charges for Late school pick ups

Charges are being introduced for children who are being picked up late on a regular basis from school. Please refer to the CHILD COLLECTION AND INDEPENDENT TRAVEL POLICY and After School Procedure for Uncollected Children.

The school understands that, on occasion, parents and carers experience an issue which causes them to be late picking a child up from school. It is expected that parents make every effort to make alternative arrangements, rather than allow their child/ren to be left late at school.

Therefore, should parents be repeatedly late to collect their child (more than two occasions), they will be charged a fee of £5 for every 15 minutes from 3.25pm. Thereafter, and only until 4.30pm would those charges apply in incremental rates, so until 4.25pm would be £20.

Late collection from after-school club provision will also be treated in the same way with charges being applied 5 minutes after the club has been dismissed, and at the same rate.

Any collection after 4.30pm may be referred to Child Protection services as per current policies.

10. Charges for Hard copies & Disbursement costs

(see Freedom of Information (FOI) Policy)

Charges are made for physical copies of documentation requested for FOI requests and actual cost of sending out information in paper / post format.

11. Other Charges

Charges are also made for Lettings (see Lettings policy), Nursery Fees and Nursery lunches (see admission policy).

Please also refer to London Fields Debt recovery policy for further information on charges.