

Charging for School Activities Policy

Approved by Resources Committee:	6 th May 2026
Review Due:	May 2027
WSCC Model Policy Last Revised:	May 2018

Charging & Remissions for School Activities Policy

Context

The Bright Futures Federation is a Sussex-based learning community rooted in Christian values, where pupils, their welfare and outcomes are at the heart of everything we do. We believe that collaboration and partnership between small, ambitious schools leads to greater opportunities for everyone: pupils, staff, parents and communities regardless of background or belief. By working together, we can build a stronger future for our small schools and their unique position in local life and the wider world.

For the purposes of this policy, “the Federation” refers to the Bright Futures Federation and its constituent schools (St Giles CE Primary School, St Peter’s CE Primary School, and any future schools within the Federation). References to “the school” should be interpreted accordingly unless a school-specific responsibility is explicitly stated.

1. Introduction

- 1.1. Bright Futures Federation schools provide many opportunities for children to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.
- 1.2. The value of LOtC is well recognised by the Governing Body and fully supported throughout the school.
- 1.3. The purpose of this policy is to provide clear information about charging and voluntary contributions for activities at schools within the Bright Futures Federation.

2. Voluntary Contributions

- 2.1. In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.
- 2.2. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.
- 2.3. Schools follows the *West Sussex Model Policy for Charging & Remissions for School Activities* that mirrors the information given in the Department for Education’s advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance www.oeapng.info.
- 2.4. No compulsory charge will be made for any activity which takes place during school hours.
- 2.5. Any contribution is entirely voluntary, and the pupils of parents/carers who are unable or unwilling to contribute must not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

3. Arrangements

To ensure good practice and compliance with the necessary regulations it is expected that:

- 3.1 All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents or carers who do not contribute will not be treated differently.

- 3.2 If any parents or carers experience financial difficulty, no pupil will be prevented from taking part. Parents or carers will be invited to discuss the matter with the Executive Headteacher or Head of School, who will agree an appropriate arrangement. This discussion may be delegated to a member of the school office; however, any financial agreement must be approved by a member of the school's leadership team.

4. Residential Visits

- 4.1 If a residential visit takes place covering 50% or more of the whole time spent on the activity within the school week or it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel.
- 4.2 Charges not exceeding the actual cost for the individual pupil can be made for board and lodging.
- 4.3 Voluntary contributions (as above) will be requested to cover all other costs.
- 4.4 Pupils whose parents or carers are in receipt of one or more of the following state benefits will, in addition to an entitlement to free school meals, also be eligible for the remission of these charges:
- Universal Credit (in accordance with current Department for Education eligibility criteria);
 - Income Support (where still in payment);
 - Income-based Jobseeker's Allowance (where still in payment);
 - Income-related Employment and Support Allowance;
 - Support provided under Part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit (where still in payment and subject to eligibility conditions); and/or
 - The guaranteed element of State Pension Credit.
- 4.5 An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of the school week and is not a requirement of the syllabus for a public examination or is not to do with the national curriculum or religious education.
- 4.6 In this case this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs.
- 4.7 This charge will not exceed the actual cost of the provision.
- 4.8 Parents or carers in receipt of the allowances identified above have the same entitlements.

5. Music Tuition

- 5.1 There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.
- 5.2 For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school.
- 5.3 No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

6. Monitoring and Review of Policy

The Governing Body will review this policy every year, and as necessary due to any changes in legislation.