



Tenterden Infant School
'Together, we learn, grow and flourish'



Tenterden Church of England Junior School
'With God as our companion, we learn, grow and flourish'

Tenterden Primary Federation

CHARGING POLICY

Date approved: July 2026

Review due: July 2029

Introduction

Tenterden Primary Federation is required by law to adopt a policy on charging and remission arrangements for each Federation activities. The Federation wishes to provide for all students the best possible educational opportunities available with the funds allocated by the Department of Education. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers, and the Federation is committed to uphold the legal requirements. However, educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents/carers.

The Federation's concern is to keep financial contributions to a reasonable minimum and follow a 'value for money principle', and to ensure as far as possible that all children are able to take part, irrespective of their circumstances. The law recognises that charges may be made to parents/carers in certain defined circumstances - provided that the Federation has identified the activities for which charges will be made, and has explained the basis on which charges may be reduced or waived for certain students. The agreed policy is below:

1. Admissions

There is no charge for admissions.

2. School Meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged as per the displayed prices.

3. Activities that take place during school hours

There is no charge for activities during school hours with the exception of music tuition (section 8). However, the school will ask for a voluntary contribution towards swimming to help cover the cost of pool hire and swimming coaching provided by qualified staff.

The school will ask for a voluntary contribution towards "activity week" which can only be provided if there is sufficient voluntary funding.

The Federation may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to parents before charge)
- optional extras (section 4)
- music or vocal tuition (section 8).

4. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the school's basic curriculum for religious education.

Optional Extras

The Federation will charge for optional extras. Optional extras are:

- education provided outside of school time that is not:
 - a) part of the National curriculum
 - b) part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils (for example breakfast club, after school clubs and supervised homework sessions.
- Trip to the O2 as part of the choir.

The cost of optional extras

The Executive Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Executive Headteacher on the recommendation of the Local Governing Body. The charges, when determined, will be published on the Federation's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

The Executive Headteacher and Chair of Governors will give consideration to the remission of charges to parents in receipt of income support, income based job seekers allowance, Child Tax Credit (where the person is not receiving Working Tax Credit as well), in respect of any period wholly or partly comprised in the time spent on the trip where the education provided on the trip is education in respect of which no charge may be made.

5. Residential Activities

Our Federation will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum or part of religious education
- supply teachers to cover for those teachers who are absent from the Federation accompanying pupils on a residential visit

The Federation will charge for:

Board and Lodging

When any visit has been organised by the Federation where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

6. Voluntary Contributions

The Federation may ask for voluntary contributions to the Federation for general funds and/or to fund activities that will enrich our pupil's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the Federation. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the Federation will in no way pressure parents to make a contribution.

7. Inability or unwillingness to pay

The Federation is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay.

If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

8. Music tuition within academy hours

The Federation follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of the National Curriculum.

The Federation may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size, to play an instrument or sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The Federation will not charge if the music tuition is part of the National Curriculum. This includes instruments and music books.

9. Damage to property and breakages

Where Federation property has been wilfully damaged by a student or parent the Federation may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the Federation has been charged, the Federation may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Executive Headteacher and dependent on the situation.