



Bristol Drive
Lincoln
LN6 7UE

Charging Policy

March 2025

The Governing Body recognises that it is ultimately responsible for the financial management of the school and has produced this policy document to help it fulfil those responsibilities.

Policy Owner	Acting Headteacher
Governing Body Committee	Resources
Date Approved by Governors	5 th March 2025
Next Review Date	Spring Term 2026

Charging Policy

Introduction.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. However, we do request voluntary contributions to cover the cost of swimming and other activities / trips.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school informs the parents of the costs for the trip. The Governors deem that all parents should contribute and meet the costs of the trip. All contributions are voluntary. If insufficient voluntary contributions are raised to fund a visit, then the visit may be cancelled if it is not financially viable. All the children participate fully in the visits, irrespective of whether their parents have made a full, part or no contribution.

Any charge made in respect of individual pupils does not exceed the actual cost of the providing the activity, divided equally by the number of pupils participating. It does not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In the event that not enough funds are received, the school will determine whether the visit will continue, with school funds being used to subsidise.

The calculation of charges for any activity in which the school requests voluntary contributions is available from the school upon request.

Where activities have been cancelled by the school due to lack of enough funds raised, the school will endeavour to return all deposits paid but this is dependent on the nature of the visit and the intended location's individual regulations on refunds.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. The list is not exhaustive:

- Visits to museums / theatre / music events

- Sporting activities which require transport expenses

- Outdoor adventure activities

Residential Visits

Residential visits organised by Sir Francis Hill Primary School are deemed to take place outside school hours and, therefore, a request for a payment is made.

A charge for board and lodging will be made; the charge will not exceed the actual costs. Parents of pupils who the Local Authority has confirmed are eligible for free school meals can claim a reduced charge of 50%.

Once final payments have been made by the school to the provider of the residential visit, no refund can be given.

Hot School Meals

The school offers a hot school meal option each day and menus are available for parents via the School Grid system. Payment must be made in full with the menu choices, by the deadline specified on the menu. Pupils who the Local Authority has confirmed are eligible for free school meals will be offered a meal free of charge, as will all pupils in Key Stage 1 (under the Universal Infant Free School Meals scheme offered by the Government). These must still be ordered in advance adhering to the same deadlines as those paying for the meals.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Additional individual or small group lessons are available to purchase from the Lincolnshire Music Service or from Rocksteady who visit the school on a weekly basis. Payments and arrangements for tuition are made directly to Rocksteady or to the Lincolnshire Music Service, who also offer a remission to families in receipt of certain qualifying benefits.

Swimming

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. The school asks for contributions towards pool hire and transport costs. We inform parents when these lessons are to take place, and we ask parents for their permission for their child to take part in swimming lessons.

Damage to, or Loss of, School Property

Where there is wilful damage to school property, due to an act of unacceptable behaviour, the school can ask for the repairs/ replacements to be paid for by the parents/carers of the child(ren) damaging the property. The request will be put in writing by the Headteacher, clearly stating how the damage was caused and the cost for the repairs/replacement. The cost to parents will be for the actual damage and not any additional time the school needs to repair the damage.

Property belonging to the school and sent home with pupils (e.g., reading books) must be returned on a timely basis and in good condition, so that these items can be used by other children. If such property is lost or damaged, parents/carers may be asked to contribute towards paying for a replacement. The request will be put in writing by the Headteacher, clearly stating what is missing and the cost of replacement.