

Oakridge Primary School Charging Policy

Adopted:	6 th July 2026
Chair of Leadership and Management Committee:	Mr R Simmonds
Next review date:	July 2027

Our school policy is based upon the DfE 'Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities' updated in May 2018.

1 Introduction

- 1.1** 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 or when we may ask for a contribution to cover the cost of expert coaching.

2 Voluntary contributions

- 2.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary including the cost of the transport. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2** If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3** The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as enrichment activities. This list is not exhaustive:
- visits to museums;
 - In school workshops e.g. Florence Nightingale Day
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - school trips abroad;
 - musical events;
 - expert coaching.
- 2.4** When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

3 Residential visits

- 3.1** If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education.

However, we will charge for the accommodation, food and any workshops that are provided by an external provider.

4 Music tuition

- 4.1** All children study music as part of the normal school curriculum. We do not charge for this. Parents however pay for the cost of their child's musical instrument tuition. This is worked out by dividing the cost of the tuition for that instrument between the number of children who have a lesson. Parents who confirm in the summer term that their child will either be starting or continuing with music tuition are informed of the cost in July and this confirmation is an agreement that all lessons will be fully paid for. In extreme cases where only one child plays a particular instrument the school governors may make a discretionary contribution. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition during the summer term in readiness to start in the Autumn term.

5 Swimming

- 5.1** The school organises swimming lessons for all children in Key Stage 2. These take place in school time for Year 4 and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

6 Clubs

- 6.1** The school offers additional sports clubs at lunchtime and after school. The school makes no charge for these.

7 Dinner Money and Tuck Money

- 7.1** Fees will be reviewed annually by the committee in line with the school budget. Payment for school meals must be made in advance and all meals must be booked and paid for using ParentPay. Parents can pay/book weekly, termly or half termly in advance using the ParentPay system; this can be accessed on line or can be credited in your local pay point store. Codes are available from the school office.

8 8 o'clock/Little Oaks

1. Fees will be reviewed annually by the L and M committee in line with the school budget.
2. Details of charges will be published on the website, the school newsletter and included with the Registration Form.
3. It is a requirement that all children must be registered prior to attending the club.

9 Nursery Fees

- 9.1 All eligible children will be considered for a funded place in line with DfE and Staffordshire Early Years guidelines and principles. No charge will be levied prior to funding being granted.
- 9.2a) Charges will be made for attendance outside of the funded places in line with the current charging arrangements.
- 9.2b) Charges will be levied for sessions booked irrespective of whether the child attends.
- 9.2c) Any reduction in sessions must be notified in writing giving four weeks' notice .
- 9.2d) Any additional hours which are in addition to a child's annual hourly allowance (stretched funding) are to be recharged to parents.

10 Statement of Charges

1. A statement of charges will be issued at the end of every month.
2. Payment is required in full within seven days.

11 Payments

1. Payments against the statement of charges may be made via ParentPay or childcare vouchers
2. Payments must be made by the payment due date
3. Child Care vouchers are accepted, but parents should ensure that the school is registered with the particular provider.