Charging Policy

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1. Introduction

1.1 All education during school hours is free with the exception of individual or group music tuition (see 5 below). We do not charge for any activity undertaken during school hours as part of the National Curriculum.

2. School trips/visits and activities in school time - voluntary contributions

2.1 When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. This is at the discretion of the Headteacher or in their absence the Deputy Head. If the event does proceed each child would be allowed to participate fully without discrimination, irrespective of contribution circumstances.

2.2 Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.

2.3 Parents/Carers of children entitled to targeted Free School Meals will be asked to pay the deposit only for the Year 6 residential trip and the Year 5 2-day trip.

2.4 If a child is absent on the day of the planned activity, no refund will be made. This is because the cost of the activity per child is calculated in advance by dividing the cost of the activity by the number of children due to attend. The cost of the activity does not change if a child is absent on the day.

2.5 The following is a list of additional activities sometimes organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
Year 6 residential trip in the summer of their final year
Year 5 residential or non residential two day trip – such as to Willen Lake water sports centre
School trips organised within year groups to enhance the pupils' educational experience.
Activities such as 'History Off the Page' days within school, and 'The Astronomy Roadshow', where professional services are bought in to enrich the children's experience.
Sporting events, Musical events and Choir rehearsals (usually transport costs only)
Occasionally, in addition to the above, the school may ask for a voluntary contribution towards a specific item, such as a homework diary.

2.6 Parents/Carers will be given reasonable advanced notice of proposed visits/ activities and school will provide on request details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

3 Residential visits – Charges

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 do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit. Parents/carers are invited to contact the Headteacher to discuss individual circumstances.

3.2 Parents/Carers will be given advanced notice of proposed residential visit opportunities, together with an early indication of charges and contribution requests and staged payments may be arranged where contributions are significant.

4 Ingredients and materials

4.1 Appropriate charges will be made for ingredients and materials in cookery, crafts etc, where parents have indicated in advance that they wish to own the finished product. Contributions may occasionally be requested.

5 Music tuition

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

5.2 Visiting music teachers offer individual or small group music tuition at the school which is additional to the National Curriculum. We give parents information about availability of this facility at the start of each academic year and a charge is made for these lessons. Parents/carers will be responsible for providing and maintaining a suitable instrument for their child and any music books as recommended by the music teacher, should they wish to take advantage of the lessons offered.

6 Swimming

6.1 The school organises swimming lessons for all children in Key Stage 1 & 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, which takes place at school. 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.

6.2 Parents / carers can choose to make a voluntary contribution towards the costs associated with swimming (e.g. pool maintenance, swim teacher costs, lifeguard training etc). The voluntary contribution item is assigned on ParentPay with a variable amount. No child will be excluded from swimming if their parent does not make a voluntary contribution.

7 Out of School clubs and activities

7.1 The school offers a range of out-of-school-time clubs – and reserves the right to charge for such sessions to cover the cost of provision and resources.

7.2 Some clubs are run by outside providers, and arrangements for payment are made directly between parents and the provider or organiser.

8 Uniform

8.1 PMG supply parents with school uniform on behalf of Stokenchurch Primary School.

8.2 Children who receive ‘pupil premium’ funding will be provided with uniform free of charge. They can receive one of each item per year. Subsequent items are chargeable.

8.3 The school sells optional book bags on behalf of the 'Friends' Association to raise money for the 'Friends of Stokenchurch Primary School'.

9 Childcare

9.1 Parents/Carers will be responsible for meeting full costs for childcare provided by school or by a partner working with school, including any transport costs for supervised transfer. Parents/Carers may be eligible for financial support towards childcare costs e.g through Working Tax Credits. The school will aim to promote financially self-sustainable childcare with full regard to existing provision within the locality.

10 Transport to Extra-Curricular Activities

10.1 Parents/Carers may be charged to cover the transport expenses associated with the trip and extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

11 Loss of/ Damage to School Property

11.1 Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour.

11.2 The school operates a 3 strike policy for lost / damaged library / reading books. If a child reaches their third strike, the parent will be asked to pay to replace the book. Payments will be requested via ParentPay.

12 Walk home passes

12.1 Parents / carers of children in Year 5 and 6 have the opportunity to apply for a 'Walk home' pass for their child. Having a 'walk home' pass is a privilege. The child is responsible for the safe keeping of their 'walk home' pass. There will be a charge of £5 to replace lost or misplaced passes.

13 Nursery extended provision

13.1 Parents / carers can choose to have their child attend the Nursery setting for more than the 15 universal hours per week.

13.2 Those that are eligible for the Government funded 30 hour childcare will be required to submit a 30 hour funding form confirming their eligibility code. The school will confirm their eligibility via the 30 hour code eligibility checking portal.

13.3 Those that are not eligible for the Government funded 30 hour childcare will be required to pay for their child's extended provision. Current charges are £24 per additional Nursery session.

13.4 Extended sessions for Nursery are charged at £6 per session to cover the cost of an additional member of staff. All parents regardless of their eligibility are required to pay for an extended session if they wish for the child to attend Nursery for a full day (ie 8:30am – 3:30pm),

13.5 Invoices for Nursery fees are raised every half term and payment must be made via ParentPay or the Government tax free childcare scheme within 7 days of the invoice date as per the Nursery statement of fees. No refunds are made if a child is absent for their chargeable session.

This policy was reviewed by Finance Committee on behalf of the Governing Body in October 2026.