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| Policy last reviewed: | November 2025 |
| Next review due: | November 2028 |
| Member of staff responsible | Business Manager |
| Governor's Committee: | Full Governing Body |

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| Vision Statement: | Our vision is to be a centre of excellence for learning, inspired by Christian values, where every person in our school community fulfils their potential. |
| Mission Statement: | Our mission is to be a deeply Christian inclusive community which values every individual as a child of God. |
| Values Statement: | The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its students. |

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| Dignity | Underpinning all that we do is the core belief in the ultimate worth of each person as a child of God – precious, valued and loved by God. Dignity comes from the knowledge of our ultimate worth as human beings. |
| Community | Having understood our value as individual human beings, we express this value through the quality of the relationships that we share with each other. Community, living well together, is of very great importance to us as a school, as is the place we each take in the wider community locally, nationally and internationally. |
| Wisdom | As a school we seek to foster confidence, delight and discipline in seeking wisdom, knowledge and truth. This is achieved through the nurturing of academic habits and skills, emotional intelligence, resilience and creativity across the breadth of the curriculum. |
| Hope | As we prepare our students for the future we look to open up horizons of hope and aspiration, encouraging our students to embrace these with confidence and sending them out to make a difference to the world in which they live. |

1. Introduction

1.1 The purpose of this policy is to provide clear information about charging and voluntary contributions for the activities of the school.

1.2 This policy is based on Sections 449–462 of the Education Act 1996, as amended by:

- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- Education and Inspections Act 2006
- School Information (England) (Amendment) Regulations 2012
- Equality Act 2010
- Children and Families Act 2014 (in relation to SEND pupils)
- DfE “Charging for School Activities” Guidance (January 2023)

1.3 The policy applies to all maintained school activities and reflects the principles set out in the DfE Governance Handbook (2023) and SIAMS inspection framework, ensuring that decisions about charging are consistent with the school’s Christian vision, inclusion duties, and the requirement to remove barriers to participation.

1.4 The school follows West Sussex County Council’s Policy for Charging for School Activities, aligned with current DfE guidance.

2. General Principles

No charge can be made for:

- Admission to the school.
- Education provided during school hours (including the supply of materials, books, instruments or other equipment).
- Transport provided during school hours by the local authority or by the school.
- Tuition for playing a musical instrument or singing if it is part of the National Curriculum, a syllabus for a prescribed public examination, or part of religious education.
- Entry for a prescribed public examination for which the pupil has been prepared at school.

Charges may be made for:

- Optional extras (see section 9).
- Board and lodging on residential visits (subject to remission arrangements).
- Materials, books or equipment where parents wish their child to own them.
- Certain music and vocal tuition outside curriculum requirements.
- Wilful or malicious damage to school property (see section 7).

3. Voluntary Contributions

3.1 The school may invite voluntary contributions for activities that enrich the curriculum and school life.

3.2 All contributions are genuinely voluntary. No pupil will be excluded or treated differently if their parents are unable or choose not to contribute.

3.3 Letters to parents will clearly state:

- The contribution is voluntary.
- There is no obligation to contribute.
- The activity may not take place if insufficient voluntary contributions are received.

3.4 Families experiencing financial hardship will be encouraged to speak confidentially to the Headteacher or School Business Manager to agree support arrangements.

4. Residential Visits

4.1 No charge will be made for board and lodging if the visit:

- Takes place during school hours; or
- Forms part of the National Curriculum, a public examination syllabus, or religious education.

4.2 Charges may be made for board and lodging on residential visits that are optional extras. These charges will not exceed the actual cost.

4.3 Parents in receipt of the following benefits are entitled to remission of board and lodging charges:

- Universal Credit (where income does not exceed threshold set by DfE).
- Income Support.
- Income-based Jobseeker's Allowance (IBJA).
- Income-related Employment and Support Allowance (ESA).
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (provided Working Tax Credit is not also received, and the family's income does not exceed the annual threshold).
- Guarantee element of State Pension Credit.

4.4 The school will ensure that access to such visits is not restricted for disadvantaged pupils, in line with the Pupil Premium strategy statement and Equality Act 2010 (Public Sector Equality Duty).

5. Music Tuition

5.1 Charges may be made for individual or group music tuition that is not part of the National Curriculum, a public examination syllabus, or religious education.

5.2 Pupils entitled to free school meals or who are looked after by the local authority will receive subsidised or free tuition, in line with section 457 of the Education Act 1996 and DfE guidance.

5.3 West Sussex Music provides means-tested subsidy for peripatetic tuition. The school will support applications for these schemes.

6. Public Examinations

6.1 No charge will be made for prescribed public examinations for which pupils have been prepared by the school.

6.2 Charges may be made for:

- Entries for non-prescribed examinations.
- Re-sits or additional entries not required by the school.
- Examinations where the pupil fails, without good reason, to complete coursework or attend.

6.3 Any such charge will not exceed the cost of the examination entry fee.

7. General Charges

Parents may be asked to refund or contribute to the cost of:

- Lost, defaced or damaged books and resources.
 - Wilful or malicious damage to property or equipment.
 - Vandalism or graffiti for which their child is found responsible.
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8. Recovery of Sums Payable

Any unpaid charges recoverable under this policy shall be pursued as a civil debt in accordance with The School Standards and Framework Act 1998 and Local Authority financial procedures.

9. Optional Extras

Charges may be made for optional extras such as:

- Education provided outside school hours that is not part of the National Curriculum or religious education.
- Transport associated with optional activities.
- Board and lodging for residential visits deemed optional.
- Non-teaching staff and supply teachers engaged solely for the activity.
- Materials, books, instruments or equipment used in connection with optional extras.

The cost charged will not exceed the actual cost per pupil.

10. Remission of Charges

10.1 Families in receipt of qualifying benefits (as listed in 4.3) will receive full remission for board and lodging on residential visits and other activities as determined by the governing body.

10.2 The Headteacher may exercise discretion to waive or reduce charges in cases of hardship, safeguarding, or educational need.

10.3 The school will ensure that no child is disadvantaged in accessing educational experiences due to financial hardship, in line with the Equality Act 2010 and Children and Families Act 2014 (SEND).

11. Monitoring and Review

11.1 This policy will be reviewed annually, or sooner if there are changes in DfE guidance, legislation, or local authority policy.

11.2 The Governing Body will ensure the policy aligns with:

- The latest DfE “Charging for School Activities” guidance.
- Public Sector Equality Duty obligations.
- SIAMS and Church of England Vision for Education (2016) principles.
- West Sussex County Council financial regulations.

References

- Education Act 1996, Sections 449–462
- DfE (2023) *Charging for School Activities*
- School Information (England) (Amendment) Regulations 2012
- Equality Act 2010 (Public Sector Equality Duty)
- Children and Families Act 2014
- Governance Handbook (DfE, 2023)
- Church of England Vision for Education (2016)