



'Let your light shine' – Matthew 5:16

Whitley Memorial CE Primary School

Charges for School Activities

Whitley Memorial CE Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

In accordance with Sections 450-461 of the Education Act 1996 the Governing Body makes no charge for education or educational activities provided during school hours as part of the published curriculum. However, the Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the personal and social education of pupils. The Governing Body therefore reserves the right to levy charges for the following activities arranged by the school, which will not exceed the actual cost of the activity.

1 'Optional Extra' activities outside school hours

The full cost for activities, including residential visits, which take place out of school hours may be charged to parents provided that they are not a necessary part of the National Curriculum or Religious Education syllabus. In fixing the charge the school will take account of the cost for travel, lodging and activities.

2 Residential visits partly or fully during school hours

A 50% charge will be made for such visits other than board and travel costs. The governors recognise that they will provide 50% remission from the charge for board and lodging to pupils who are in receipt of Pupil Premium funding.

3 Instrumental Tuition

If pupils make use of an instrument provided by the school or the authority a charge will be made in respect of the maintenance of the instrument, in accordance with the published scale of charges. A charge will also be made in respect of the cost of tuition with an abatement for those eligible for pupil premium funding. No charge will be made if tuition is provided under the first access to KS2 Instrumental Tuition Programme.

4 Visits in support of the curriculum which are desirable but not essential

The Governing Body recognises that the school may wish to offer opportunities for pupils to broaden the range of experience in connection with certain curriculum areas, during school hours. Such opportunities might comprise an educational visit to an historic site, a theatre visit, work in an art gallery or museum or use of swimming pools.

The Governing Body's policy is to invite voluntary contributions from parents to either cover or subsidise the cost of these activities in accordance with section 460 of the 1996 Act.

No pupil will be excluded from an activity because parents are unwilling or unable to pay. Parents, however, will be made aware that the viability of such visits is dependent on the level of financial support received.

Decisions in this matter are delegated to the Headteacher.

5 School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

Updated	February 2026
Approved by Governing Body	December 2023
Review Date	February 2027
Person Responsible for Implementation and Monitoring	Headteacher