Fairhaven CEVA Primary School

Charging Policy

Appendix E of the Finance Policy

Date Agreed by Governors: October 2026
Date for Review: Autumn 2027

Appendix E – Charging Policy

Fairhaven CE VA Primary School

Introduction

Legislation allows schools to charge for certain activities that take place both within and outside school hours.

Norfolk County Council as the Local Authority has adopted a policy that in turn has been adopted by the Governors of Fairhaven CEVA Primary School.

All schools will be funded by Norfolk County Council as though they are charging in accordance with the County Council's policy. If a school decides not to charge in accordance with the Council's policy, it will have to meet the cost from its own funds.

Fairhaven CEVA Primary School will ask for voluntary contributions from parents/carers to fund the cost of offsite visits, visitors to school and extra-curricular activities where there are no funds available from other sources to enable the visit/activity to take place. If there are insufficient voluntary contributions the school will have the right to cancel an activity.

The activities and materials for which parents will be charged as a non-voluntary contribution are:

1) Music Tuition:

Children may be taught music individually or as part of a group of up to four pupils. Tuition in playing a musical instrument which is neither part of the syllabus for an approved public examination nor part of the National Curriculum can be charged for as long as the tuition is provided at the request of the parent/carer of the pupil. No charge will be made in respect of a pupil who is looked after by the local authority or are in receipt of Pupil Premium. The charge will be the cost of the teacher. Children will be expected to provide their own instrument except in the case of the piano. Charges will not result in a net profit for the school.

2) Ingredients & Materials

Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

3) Travel:

The cost of travel when a pupil makes use of transport not provided by the Council or school, to travel direct from home to any activity approved of, but not provided by the Council or school.

4) Board and Lodging:

Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

5) Activities outside school hours:

These are activities that are non-residential that take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents.

The charge will include the cost of travel, entrance fees, insurance, books, equipment, teaching and non-teaching staff where they have been engaged specifically for the purpose of the activity.

Time spent on travel is included in the calculation only if the travel occurs during school hours. If for example, a long-distance trip involves travel time before and after school hours, but the time at the destination is mainly within school hours, the whole excursion would count as having taken place in school hours and could not be charged for. However, if the trip involved only leaving school an hour or so earlier than usual and then went on late into the evening, it would be regarded as taking place outside school hours and could be charged for.

School can ask parents for voluntary contributions towards the cost of

1. Any activity taking place during school hours
2. School equipment
3. General school funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received with no alternative method to make up the shortfall, the activity should be cancelled. Parents will be made aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Exceptions to Charging

Remission of charges - only parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodging charges which are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents/Guardians who have financial difficulties

Parents/guardians who have difficulty in meeting any charges will have the right to discuss the matter confidentially with the Head Teacher and all parents/guardians will always be invited to do so.

Refunds

Refunds will only be offered in exceptional circumstances e.g. if a school visit is cancelled or if the surplus collected for an activity exceeds the cost of that activity by an amount of £5 per pupil. Should the amount collected per pupil exceed this amount the parents/guardians will be offered the refund in writing with a reply slip attached to the letter stating whether they wish to take up the offer or decline it along with a deadline by which a response is required. It should be clearly stated where the surplus will be placed e.g. to offset a future visit etc and that if no reply is received by the deadline, the school will assume that the parent/guardian intends for the school to retain the funds.

All refunds should be made via cheque payment or BACS to the parent/guardian concerned.

Extended Schools

Expenditure met from funds obtained by schools from private sources or even direct from central government is not covered by the LA's VAT reclaim procedures.

If a school is using their existing accounting system there will be a need to enter any transactions relating to the Extended School with the VAT category T, Outside the Scope. No attempt to reclaim the VAT amounts should be made, even if shown on invoices. The total amount of the invoice should be entered, as in the example below.

For example, if an Extended School receives an invoice for £200, broken down as below:

Net amount	£166.67
VAT amount	£ 33.33
Gross amount	£200.00

It must be entered on to the school's accounting software as below:

Net amount	£200.00
VAT amount	£ 0.00
Gross amount	£200.00

Attempting to reclaim the VAT on Extended Schools expenditure is fraudulent.