

Gordon Primary School Charging Policy

Prepared Spring Term 2025

Signed _____ Chair of Governors

To be reviewed Spring Term 2026

Clementswood Federation

Charging Policy

The schools of the Clementswood Federation are both Local Authority maintained schools, located in the London Borough of Redbridge. As such this policy is the agreed Redbridge Local Authority Policy, which has been adopted by the Governing Body of the Clementswood Federation. It is reviewed as per the stated review date or at such time that the Local Authority or National guidance changes.

Gordon Primary School

Charging Policy

1. Introduction

- 1.1 This charging policy has been approved in accordance with s457 of the Education Act, 1996.

2. School Trips

2.1 Day Trips

Where applicable, a contribution may be requested to cover the cost of the trip in order to ensure that it is financially viable for it to take place.

2.2 Residential trips

For residential trips which are part of the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

3. Examination Entries

- 3.1 A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- 3.2 A charge will be levied in respect of examination entries for pupils where
- the school has prepared the pupil for the examination and
 - it considers that for educational reasons the pupil should not be entered and
 - the pupils parent/guardian wishes the pupil to be entered.
- In these circumstances, if the pupil subsequently passes the examination, the school will refund the cost.
- 3.3 A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- 3.4 The charge levied in 3.1-3.3 above will be the cost of the examination entry, plus any applicable centre fee.

4. Materials for Art, Craft and Design, and Design and Technology

- 4.1 Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used.

5. Music Tuition

- 5.1 At present, Redbridge Music Service levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons.
- 5.2 No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil.

- 5.3 No Redbridge Music Service charge is levied to parents in respect of singing tuition during the school day (Education Act).
- 5.4 Remission of RMS fees is available when parents of pupils receiving music tuition are in receipt of income support, family credit or jobseekers' allowance.

6. Activities Outside School Hours

- 6.1 Charges may be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- 6.2 For all other activities outside school hours, a charge up to the cost of the activity will be levied.
- 6.3 Breakfast Club and After School Care sessions are run by the school with the following daily charges:
Breakfast Club £3.00 per pupil
After-School Care £4.00 per pupil

7. Damage/Loss to Property

- 7.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8. Voluntary Contributions

- 8.1 Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. **Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.**

9. Remissions Policy

- 9.1 The Headteacher, Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- 9.2 The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Reviewed: Spring Term 2025

To be Reviewed: Spring Term 2026

Explanatory Notes

1. The charging policy should be re-considered each year.
2. The charging policy should be included within the school prospectus.
3. It is a statutory requirement for a charging and remissions policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential trips if the parent/guardian of a pupil is in receipt of income support, family credit, income based jobseekers allowance (payable under the Jobseekers Act, 1995) or disability working allowance.
4. The charging policy must be agreed by the full Governing Body; it cannot be delegated to a Committee or the Headteacher.
5. The statutory requirements only apply to charges made by a Governing Body or the LEA; they do not apply to charges to pupils or their parents/guardians made by other persons (e.g. travel firms).