

# Attenborough Learning Trust

## Charging Policy

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## Introduction

This charging policy has been compiled in line with DfE's requirements and in accordance with s457 of the Education Act, 1996.

## School Trips

**Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer voluntary contributions).

**Residential trips – Essential.** For residential trips which are part of the National Curriculum, a charge will be levied for board and lodging. A reduction in cost will be offered to families in receipt of determined benefits.

## Music Tuition

Music tuition is provided by the school and is free of charge.

There may be a charge for individual or small-group music tuition, since this is an optional extra, and not part of the National Curriculum. There may be individual or small-group lessons sometimes taught by peripatetic music teachers. The school may make a charge for these lessons when they are taught by peripatetic music teachers, but carers of looked after children are exempt from payment.

## Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum .

## Lunchtime/After School Clubs

The Headteacher or Governing Board may decide to levy charges in respect of after school clubs as these are an optional extra.

## Extended Day Services (including breakfast club and after school care)

The school may run extended services, including breakfast club and after school care. The Headteacher or Governing Board may decide to levy charges in respect of these services as these are optional extras. In the case where an external provider runs these services these are chargeable and payable directly to the provider.

## Damage/Loss to Property

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.

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.

## Voluntary Contributions

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. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

## Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is set by the Local Authority.

## Other charges

The Headteacher or Governing Board may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## Late Collection of Children

The school may levy a charge for the late collection of children, including the charge for a child needing to join any after-school care provision or after school club as a result of late collection. Schools will consider exceptional circumstances which would lead to a parent/carer being unable to get to the school on time. Detail of the processes are outlined on the school website.

Children being picked up late from school may incur a charge as follows:

15 - 20 mins late = £5 charge

30 mins late = £15 charge

45 mins late = £25 charge

1 hour 15 mins late = £35 charge

1 hour 45 mins late = £45 charge

## Remissions Policy

If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the threshold, charges in respect of board and lodging will be remitted in full. The Headteacher, or Governing Board may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, or Governing Board may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## Review information

Reviewed: December 2025

Reviewed by: R Cooper

Next Review Date: June 2026