



Trafalgar Schools' Federation

Believe, Inspire, Achieve

Charging for Activities Policy

Reviewed by Finance & Resources Committee: Spring 2024

Next review: Spring 2026

Under the terms of the Education Reform Act 1988 we cannot make a charge for school-time activities, but we may invite parents to make a voluntary contribution. At Trafalgar activities and trips are supported by funds from the respective schools' budgets, PTA funds and voluntary parental contributions.

Voluntary contributions

To enrich the overall educational experience of our children, we regularly organise various school trips and activities, which may occur either out of and/or during school time. Most activities and trips have costs associated with them. To enable us to maintain the standard and frequency of such activities, the School Leadership Teams (SLT) and Governing Body reserve the right to make charges.

We will ask parents to indicate their support and willingness/ability to contribute at the planning stage of all such activities. It will be explained to parents at this stage that unless enough contributions are received the trip/visit may not go ahead.

The point will always be made that no child will be left out of an activity because their parents cannot or will not contribute.

Remissions

The Parents/Carers of children who trigger the Pupil Premium Grant will not be asked for and will not be expected to pay for trips and visits. Pupil Premium Grant monies will be used to fund the cost.

In exceptional cases, the Headteacher may exercise discretion to remit all or part of the charges.

Residential Trips in Year 5 & Year 6

In accordance with the Act, the school is permitted to make a charge for the cost of board & lodging and non-teaching staff in attendance. A voluntary contribution by parents/carers will be requested to cover all other costs associated with the residential trip (i.e. entrance fees, transport, insurance, etc.).

Damage, breakage or loss

Parents/Carers will be asked to contribute/pay for damage, breakage or loss where it is associated directly with a child's behaviour.

Pupil reference requests from private education

Due to the high volume of requests, we use a standard format for pupil references which covers all the relevant information required. We reserve the right to charge an admin fee for each request.

For staff and governors' use only - change control information

Date	Change Description
Spring 2024	Change to pupil reference request