



Sydenham Primary School

Charging Policy

Introduction

All education provided during school hours will be free of charge to all pupils at the school. No charge will be made for any activity during school hours which form part of the National Curriculum.

Voluntary Contributions

The Executive Head Teacher, Associate Head Teacher or Governing Body may ask parents and carers to contribute towards the cost of any activity which takes place during school hours, eg. Curriculum enrichment activities or educational school trips. Contributions must be genuinely voluntary, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. In some circumstances, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board, lodging and insurance during residential trips. This cost will not exceed the actual cost of the provision. Parents in receipt of some state benefits will be exempt from these charges and this information will be given with the details for the residential school trip.

Music Tuition

Music forms part of the National Curriculum and the school provide music study as part of the schools normal curriculum. No charge or voluntary contributions are requested for this. There is a charge for individual or group music lessons where pupils are taught a musical instrument. A charge equivalent to the additional costs incurred by the school to provide this service is made. All charges are communicated at the start of the academic year along with the music tuition available. No charge will be made for individual music lessons in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

Swimming

The school organises off-site swimming lessons for all pupils in years 3, 4, 5 and 6. These take place during school hours and no charge is made for this activity. The school does ask for voluntary contributions to cover these costs.

Other Charges

The school may also require parents and carers to pay for the following:

- Repairs to school buildings, furniture or property necessitated by a pupil's behaviour;
- Books or other school resources lost, defaced or otherwise damaged whilst in a pupil's keeping;
- Library fines.

Refunds following withdrawal from a school trip or event will not be provided if the pupil has been excluded from the activity due to disciplinary reasons. Refunds following a late withdrawal can only be considered for that element of costs that is not committed at the time of withdrawal.

Sydenham Primary School Fund

A school fund has been established to allow parents to make voluntary contributions to the fund throughout the school year. These funds will be used to support activities which enhance the school curriculum. The school fund will be managed to reduce the need to ask for voluntary contributions for each activity and reduce the administrative activity for parents, carers and the school.

This policy was ratified: September 2025

This policy will be reviewed: September 2026

Signed by the Head teacher:



Chair of Governors: Richard Butler