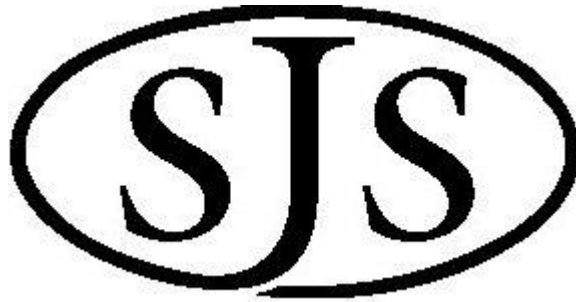


Shaftesbury Junior School

Charging Policy



'We care, we share, for the future we prepare'

Approved by: Full Governing Body

Date: 9th December 2025

Last reviewed on: December 2025

Next review due by: December 2026

This policy reflects requirements for inclusion and equality as set out in the [Special Educational Needs and Disability Code of Practice 2014](#) and [Equality Act 2010](#), and refers to curriculum-related expectations of governing boards set out in the Department for Education's [Governance Handbook](#).

We support the 'City of Sanctuary' vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. We endorse the City of Sanctuary Charter, and agree to act in accordance with City of Sanctuary values and apply the network principles within our work.

We recognize the contribution of people seeking sanctuary. Sanctuary seekers are welcomed, included and supported within our context.

Statement of intent

At Shaftesbury Junior School we aim to provide high quality education that is available and accessible for all. This charging policy has been compiled in line with DCSF requirements, revised in January 2009.

Procedures

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.

Residential trips – Essential. For residential trips which are essential to the National Curriculum or statutory RE, a charge will be levied for board and lodging.

Residential trips – Non-essential. For residential trips which are not essential to the National Curriculum or statutory RE:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum.

Activities Outside School Hours

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

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

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, e.g. for transport, 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 will be cancelled.

Lettings

The school does not let out its facilities at this time.

Other charges

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

Remissions Policy.

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