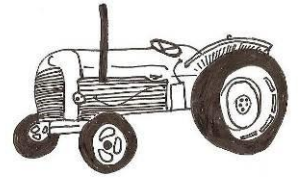


Charging for School Activities Policy

Originated by:	Babraham
Reviewed by:	Suzanne Wernham
Review date:	November 2025
Distributed to:	All staff, governors & volunteers
Distribution date:	December 2025
Adopted at FGB:	10th December 2025
Renewal term:	Annual
Next review date:	November 2027
Modification history	Reviewed July 2023 with minor amendments



BABRAHAM C of E PRIMARY SCHOOL
CHARGING FOR SCHOOL ACTIVITIES POLICY

Reviewed: November 2025
Next review: November 2027

Babraham C of E Primary School prides itself on delivering a broad and balanced curriculum that is greatly enriched through a wide variety of experiences. Many enrichment activities take place in school and some off site. Some activities take place before and after school and some are residential visits.

All activities are designed to ensure that learning is real, vibrant, motivational and exciting. Some school activities are provided free of charge or subsidised, for example:

- After school activities led by teaching and support staff.
- A swimming programme for less confident Upper KS2 pupils.

These activities are funded either from the school budget or subsidised by contributions from the Friends of Babraham School (Parent Association). Other methods of funding include Pupil Premium and Sport Premium funding.

Some enrichment activities, such as day trips and paid-for visitors, cannot be funded without voluntary contributions from parents. The contribution must be genuinely voluntary. Pupils of parents who are unable or unwilling to make a contribution will not be discriminated against. Where insufficient voluntary contributions are raised to fund a trip, and the shortfall cannot be made up, then the trip will be cancelled. Individual payment plans may be discussed with families and agreed at the discretion of the headteacher and local governing body.

Where parents can prove eligibility for Pupil Premium (PP), the school will support their contribution from school funding.

Payment Changes in Cases of PP status

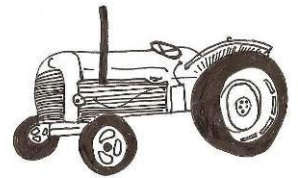
If a child is eligible for PP by the final billing date, then financial support from school budget will be given.

Residential Visits

With regard to residential visits, an expression of interest will initially be sought in order to determine the potential costs involved and whether the visit will be able to go ahead. Once an expression of interest is received, it will therefore be expected that parents are willing to make the contribution required as well as the fee for board and lodging.

Parents of children attending residential visits will be charged for board and lodging (the charge will not exceed the actual costs). Parents will then be asked for voluntary contributions towards any other costs e.g. visits and/or other supplementary activities taking place while on the residential visit. The cost of a trip will be one of the key considerations when booking and every effort will be made to find a suitable venue at a reasonable cost.

Parents of children in receipt of PP funding will be exempt from paying the cost of board and lodging for the residential visit. Please note that the school budget subsidises all staff costs as well as cover costs whilst staff are away supporting residential visits and that these costs are not part of the final cost requirements from parents. Where insufficient voluntary contributions are raised to fund a residential visit and the shortfall cannot be made up, then the visit will be cancelled.



Music Tuition (Peripatetic teachers)

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, provided that the teaching is not an essential part of the national curriculum. Charges will be shared equally between the participants.

Optional Extras

Charges in full may be requested for some activities that are known as “optional extras”. The charge made cannot exceed the actual cost of providing the optional extra. Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges in full. For these activities there is no support for children in receipt of PP.

Calculation of Charges

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. It does not include an element of subsidy for any other pupils wishing to participate, for staff who take part or for costs of alternative provision for pupils who do not wish to participate. Insurance costs for every visit made during school time are met by the school.

FoBS Contributions

Through their fundraising work, the Friends of Babraham School sometimes choose to contribute toward the cost of trips and visits to ensure that more opportunities can be offered to the children. Where FoBS have subsidised a trip cost, this will be clearly detailed in letters to parents, typically using the wording below:

‘The cost of the day is £xx per pupil. We would like to thank the FoBS, who have generously contributed towards the cost of this trip. Without the FoBS contribution, this trip would have cost £xx per child.’

Example breakdown of costing for a school trip:

Cost of coach (usually the cheapest of 3 satisfactory quotes obtained by the school):	£350
Cost of entrance fee/activity at trip venue:	£500
Total cost:	£850
Number of pupils in the group taking part in the activity:	50
Price per pupil (total cost divided by the number of pupils):	£17 per pupil

All records of monies will be kept by the school/DEMAT finance departments and receipts issued if requested.