



## CHARGING POLICY

2018/19

| Document Control         |                         |
|--------------------------|-------------------------|
| Committee:               | Full Board of Governors |
| Approved By Trustees On: | 30.10.18                |
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## Basic Principle

The basic principle is that education for registered pupils in maintained schools should be free of charge if it:

- takes place in schools hours (i.e. the hours when the school is in session not counting the midday break) or
- is outside school hours but is a part of the National Curriculum or statutory religious education.

## Activities in School Hours

The governors' wish the many activities provided during school time to enhance delivery and understanding of the curriculum to continue. The activities may be funded by voluntary contributions from the parents, the PTA or school budget.

These contributions will be genuinely voluntary and it will be made quite clear to parents that there is

- (a) no obligation to contribute
- (b) the pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request.

It will be made clear to the parents that these types of activity can only continue if funded by voluntary contributions. Also it will be made equally clear that the activity would not take place if parents were reluctant to support it.

If there is less than 100% response a decision will be made by the Headteacher whether to pursue the activity. If the activity is to continue, the shortfall in contributions will be met by School Fund or the PTA.

## Residential visits or activities taking place wholly or mainly out of school hours

The governors will allow the full cost of the following to be charged:-

- (a) a pupil's travel;
- (b) a pupil's board and lodging;
- (c) materials, books, instruments and other equipment;
- (d) entrance fees to museums, castles, theatres etc.
- (e) insurance;
- (f) the provision of teaching staff engaged specifically for the purpose of providing the activity, if charged.

Any parent in receipt of Income Support, Income Based Job Seekers Allowance (not Contribution Based Job Seekers Allowance) or Child Tax Credit (subject to Free School Meals limits) and State Pension Credit will be able to receive partial remission of the costs, this is accounted for in the annual schools budget set by the governors.

The school will also assist with the cost of any activity if the child is in receipt of Pupil Premium grant. (see PPG policy).

## **Individual/Small Group Music Instrumental Teaching**

These activities may take place both during the school day and outside school hours.

The governors will allow a charge to be made for tuition provided individually or to a group in a musical instrument (not vocal tuition) when

- a) the tuition is provided by a teacher not currently employed by the school for that purpose
- b) the content of the lessons is over and above the requirements of the National Curriculum.

- Instrumental teachers will keep an attendance register.

- All pupils are expected to attend at the time allocated on the timetable. If a pupil is present at school but unable to attend a lesson he/she must inform the instrumental teacher at the earliest opportunity.
- Repeated failure to attend lessons without agreement of the music department staff may result in the withdrawal of the pupil's entitlement to instrumental tuition that term, without refund
- When a pupil's progress falls short of expectations the parents will be informed. Failure to make the required progress following this may result in the entitlement to lessons being reviewed

#### **LOAN OF SCHOOL INSTRUMENTS**

- School or County-owned instruments on loan become the responsibility of the pupil's parents/guardians. Parents/guardians are therefore strongly recommended to insure instruments for all risks.
- Pupils who use school instruments will be encouraged to purchase their own when they reach a suitable standard to free school/County instruments for new pupils.

#### **CHARGING**

- The school will not make a profit from instrumental tuition charges.
- A standard termly charge will be made for each pupil receiving instrumental tuition.  
e.g. 20 minute lesson with 3 people = £36.84 divided by 3 divided by 3 = £12.28 per lesson.

A further charge of £25 per annum for instrument hire is made by the Music Support Service. This is also charged to parents.

- No child will be charged any more than the actual cost to the school of providing that pupil's tuition.
- Parents will be invoiced at the beginning of each individual term for the lessons for that term.
- Should a child be away from school due to sickness, the school will be prepared to discuss a refund in certain circumstances.
- In cases of financial need the charge may be reduced by arrangement with the school if they are entitled to free school meals or in receipt of Pupil Premium grant.