



## **CHARGING POLICY**

### **Charging for school activities**

The governing body of this school have determined the following policy with regard to charging for school activities.

- For all school activities regardless of whether the activity falls during or outside school hours, parents are invited to contribute towards the cost of the venture. The remaining cost will be subsidised by the school or the PTA (known as "Friends"). Parents will be informed of the subsidy and the full cost.
- If the amount of support falls short in terms of making the venture financially viable, the activity may have to be cancelled.
- No child will be excluded from any activity taking place in school hours because of his/her inability to pay. Activities offered wholly or mainly during normal teaching time are available to all pupils regardless of their parents' ability to contribute.
- Where an activity incorporates a board and lodging element, families eligible for free school meals as a result of benefits received will not normally be charged the full cost.

### **Charging for instrument tuition**

- Pupils who access individual/group music tuition provided by the LA are charged per hour pro rata depending on lesson time / number of pupils. Instrument hire is an additional cost. Prices vary depending on instrument.
- The school endeavours to ensure the correct levels of charges for tuition are applied from the outset.
- The cost of each lesson will be made to cover the full charge made by the LA to the school. There will be no subsidy from the school budget share.
- Parents will be informed of the cost made by the LA for each lesson and the cost made to themselves.
- The full cost of the lesson is split between the children receiving tuition.
- Parents are invoiced termly (approximately every 6 weeks) and asked to give 6 weeks' notice if they wish lessons to cease.
- Parents are informed that if they feel they have been overcharged at any time they should contact the school office.
- Parents will be asked to take responsibility for the instrument by signing an insurance form from the LA.
- Should an expected lesson not occur eg on a school training day, parents will receive a full refund for that lesson which will either be a cheque refund at the end of the term or deducted from the total cost of lessons for the following term.

- Missed lessons due to pupil absence for any reason e.g. holiday or sickness, will not be refunded, as the school would have to incur the cost.

### **Remission**

- Parents are entitled to a reduction in instrumental tuition fees if they have specified eligible benefits as defined by the LA music service.
- Looked after pupils are entitled to free tuition and free instrument hire.

### **Charging for school meals**

- Parents who choose to purchase meals for their child pay in advance using the online ordering and payment system.
- Pupils eligible for free school meals are not required to pay.
- Pupils in EYFS and KS1 are not required to pay for meals provided as a result of the Universal Infant Free School Meals initiative.

### **Charging for swimming lessons**

- All pupils attend swimming lessons during the academic year. Pupils are charged per week to cover the cost of the lessons and the transport to and from the pool.
- Pupils eligible for free school meals as a result of benefits received are not required to pay. The school will meet these costs using its Pupil Premium funding.

### **Charging for breakfast club**

- Parents are required to pay, in advance, for each breakfast club session.
- Pupils eligible for free school meals as a result of benefits received are not required to pay.
- Pupils from service families whose parent is deployed abroad are not required to pay. The school will meet these costs using its Service Premium funding.

### **Charging for loss or damage**

- Parents may be asked to pay for lost items, such as reading books, or deliberate damage to school property caused by their child or children as deemed appropriate.

**NB** The term 'parents' includes "carers" where applicable.

Signed \_\_\_\_\_ (Headteacher)

Signed \_\_\_\_\_ (Chair of Governors)

Date March 2016

Review Date March 2017