



Spring 2009
Reviewed Autumn 2011
Reviewed Autumn 2013

Godstone Village School

CHARGING POLICY

1 Introduction

- 1.1 All education during school hours excluding the lunch break in the middle of the day is free and we do not charge for any activity undertaken as part of the National Curriculum.
- 1.2 The main exception to this is that legally a charge can be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours.
- 1.3 This charging policy has been compiled in line with:
- Education Act, 1996
 - Immigration and Asylum Act 1999 (part VI)
 - Education (Residential Trips)(Prescribed Tax Credits)(England)Regulations 2003 (SI 2003/381)
- 1.4 If a charge is made for each pupil, it must not exceed the actual cost of the activity.

2 Voluntary contributions

- 2.1 When organising school activities trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If an activity trip or visit cannot be funded without voluntary contribution, the Governing Body or the Headteacher will make this clear to parents at the outset. At the same time it will be made equally clear that the activity trip or visit may not take place if parents are reluctant to support it. If an activity trip or visit trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 The cost of ingredients, materials, equipment etc., needed for practical subjects such as craft or food technology must be budgeted for and borne by the school. Parents may be requested to provide a voluntary contribution on the understanding that any finished product will be available to the child.
- 2.4 Additional activities may be organised by the school from time to time. These are activities which take place wholly or mainly outside school hours, but which are not provided as part of the national curriculum or syllabus and are known as 'optional extras'.

3. Residential visits

- 3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher.

4. Music tuition



4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. If parents are experiencing financial difficulty, they are invited to write in confidence to the Headteacher. We give parents information about additional music tuition at the start of each academic year.

6. Damage or Loss to School Property

6.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or material), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

6.2 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.

7 Lettings

The school will make its premises available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Body

8 Other Charges

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

9 Remission of charges

Parents who are in receipt of Income Support, Income Based Job Seeker's Allowance, Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit (where the parent is not entitled to Working Tax Credit) are eligible for remission of charges. Remission of charges only applies to board and lodgings charges which are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

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

Approved by the Resources Committee of the Governing Body on 20th October 2011.