

SHAMBLEHURST PRIMARY SCHOOL

CHARGING POLICY

Written by: School Management Committee
Last Review Date: April 2019
Next Review date: April 2020
Review by: School Management Committee

1. Introduction

- 1.1 This document sets out the Charging Policy of Shamblehurst Primary School and provides information to staff, students and parents on the circumstances where the school would charge for the cost of items or activities.

2. Activities Mainly in School Hours

- 2.1 No charge can be made for admitting pupils to maintained schools.
- 2.2 Education provided during school hours (the time when school is actually in session, not including the break in the middle of the school day) and any activity undertaken as part of the National Curriculum must be free. The exception to this rule is for individual or group music tuition.

3. Voluntary Contributions for Activities Mainly in School Hours

- 3.1 When organising school activities mainly in school hours that are not part of the National Curriculum but enrich the education experience of the children, the school will invite parents to contribute to the cost of the activity.
- 3.2 The level of contribution will be decided by the Headteacher or their delegated officer and is designed to cover the cost of the activity.
- 3.3 These contributions are necessary to fund the activity but are voluntary, as the school cannot make contributions mandatory.
- 3.4 If the school does not receive sufficient voluntary contributions, the school may contribute towards an activity through the use of school funds, but reserves the right to cancel the activity.
- 3.5 If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances, the school would not treat these children differently from any others.
- 3.6 Parents have a right to know how each trip is funded and the school will provide this information on request.

4. Activities Mainly Outside School Hours

- 4.1 The school may make a charge where it offers additional after school activities, for example, netball, football or drama coaching where qualified coaches who are not members of the school staff run and organise these sessions.
- 4.2 Parents will be advised of costs for activities out of school hours prior to the activity taking place.

5. Residential Activities

- 5.1 If the school organises a residential activity in school time, or mainly school time, which meets the requirements of the syllabus for a public examination, is part of the National Curriculum or religious education the school will not charge for the education or travel. A charge will, however, be made to

cover the costs of board and lodging. The charge for residential activities, including deposits, is non-refundable.

- 5.2 For residential activities taking place mainly out of school time, the school will charge for the hiring of trained staff for specialist activities in addition to board and lodgings.
- 5.3 Parents who receive certain state benefits, or are identified as Pupil Premium, may be exempt from board and lodgings charges. Consideration should be requested from the Headteacher who will make a decision based on individual circumstances.

6. **Activities Not Run by the School or LA**

- 6.1 When an organisation, acting independently of a school or Local Authority, arranges an activity to take place during school hours, they may charge for that activity. The school may, in these circumstances, charge a lettings fee.

7. **Charges**

7.1 **Music Tuition**

- 7.1.1 'Looked After Children' are exempt from payment.
- 7.1.2 Governors will review charges for music tuition annually in March each year, subject to increases by Hampshire Music Service. For the financial year 2017-2018 the charge will be £65 per term for guitar and £70 per term for all other peripatetic music lessons. The Governors agreed in March 2017 that the cost of music tuition will increase in April 2018 to ensure the cost of lessons to the school is covered by the income from parents. The new rates will be £85 for Brass and Keyboard and £80 for Guitar.
- 7.1.3 Parents who receive certain state benefits may be exempt from music tuition charges. Consideration should be requested from the Headteacher who will make a decision based on individual circumstances.

7.2 **Hire of Premises**

- 7.2.1 All lettings of premises, in accordance with extended school guidance, will be charged on an individual basis, in line with Hampshire County Council lettings guidelines, taking into account the needs of the community. A framework of Lettings Charges is attached.

7.3 **Damages or Breakages**

- 7.3.1 The governors maintain the right to recover the full cost of any damage to and/or loss of school property or equipment from the parents of children involved. The initial decision to seek recovery of costs shall be at the discretion of the Headteacher, having due regard to the circumstances of the loss or damage.
- 7.3.2 In any matter of dispute arising over interpretation, the DfE and the County Council regulations currently in use will guide the Governors.

Shamblehurst Primary School
Lettings Charges 1 April 2019 – 31 March 2020

Monday to Saturday	Level 1 Users Community groups for children under 18, elderly people, people with disabilities and registered youth groups	Level 2 Users Private / Commercial Hire
During school hours		
No charge will be made to providers of extra curricular activities for children who attend the school		
Before and After School		
A licencing agreement is in place for Hedgehogs		
Out of School Hours		
Single room	£12.50 per hour	£15 per hour
Playground	£12.50 per hour	£15 per hour
Playing field	£12.50 per hour	£15 per hour

Notes

1. These charges are for guidance only and may be changed according to the requirements of the hirer.
2. If more than one room is required the charge will be negotiated with hirer to ensure that costs to the school are covered.
3. For sole use on Sundays the above charges will be doubled.
4. The above charges do not include VAT. VAT will only be charged if the school is asked to provide equipment (such as computers, sound systems etc). Tables and chairs do not attract VAT. Hirers may be exempt where they qualify as an eligible organisation and pre-book ten sessions or more. A form is available from the school office.