

Shamblehurst Primary School

Charging Policy



Approved by: FGB

Date: March 2022

Last reviewed on: February 2026

No change

Next review due by: February 2027

Next review due by:

This Policy addresses all areas where a charge is currently made or requested from parents/carers for activities within and outside of school hours.

Aims:

- To ensure the right to free education for all pupils.
- To enable equality of opportunity for all pupils to participate in school based/organised activities.
- To identify those activities for which charges may be levied.
- To ensure that school time activities incurring a cost are available to all pupils regardless of parental ability/willingness to contribute to their cost.
- To determine which charges will be remitted for parents/carers.
- To ask for contributions from parents/carers towards the cost of identified activities.
- To ensure that individual responsibilities for the implementation of the charging policy are clear.
- To help determine budget allocation to ensure the above aims.

School Lunches

The expectation is that lunches will be booked and paid for in advance. The school may contact parents/carers should payment in arrears exceed £10 or more initially by text or telephone, and then by letter. If the debt is not cleared within 2 weeks then parents will be invited in for a discussion. The school will look to support parents/carers by signposting them to possible support if they are in financial hardship ie. Free school meals/pupil premium funding, details of which are on the HCC website.

Music Tuition

The Governing Body will charge for music tuition where provision necessitates the employment of teaching staff to provide the tuition and where the tuition is not part of the normal school music curriculum but is offered as an optional extra i.e. Hampshire Music Service peripatetic tuition and where pupils are taught individually or in groups. A charge is made in advance for parents who wish their children to receive small group instrumental tuition. These fees must be paid within two weeks of the beginning of each term. Children in Care are entitled to free tuition. Tuition costs are £95 per term for Brass, Keyboard, guitar and woodwind. To increase to £100 from September 2026. The Governors will review these costs annually. The remissions policy (see below) applies to musical tuition.

Remissions including Residential Visits

No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for prescribed public examination that the pupil is being prepared for at the school, part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum

- Education provided on any trip that takes place during school hours. However, Governors have agreed that voluntary contributions will be requested.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip (e.g. swimming). However, Governors have agreed that voluntary contributions will be requested.

Activities for which charges may be made:

- Activities outside school hours- Non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Payment for residential activities will be in two parts. We will make a charge to cover board and lodging costs. This will not exceed the actual costs incurred. We will seek to cover the other costs of the trip: transport, tuition and supervision (where not provided by school staff) by voluntary contributions.
- Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to the building/grounds, furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

Parents in receipt of certain benefits may not be charged for board and lodging costs. In the case of financial hardship the headteacher has the discretion to discuss splitting costs and the timescale of payment with the parent so the child does not miss out on activities. All contributions must be received prior to the visit.

Where there are insufficient voluntary contributions to make the activity possible then it may be cancelled.

Extra-Curricular Clubs

A charge may be levied for participation in extracurricular activities to meet the costs of materials or staffing needs. An option will be given to those families receiving pupil premium for the charge to be covered by the school.

School Performances

When school performances occur additional production costs, a small charge may be levied.

Responsibilities

Authority for the day-to-day management and decision making regarding planned activities or the cost of the activity will be devolved to the Headteacher.

The Admin Office will calculate costs per head for an activity.

Staff organising activities must do so within the provisions of this policy.

The Headteacher will ensure free copies of this policy are available on request and via the school website.

Equal Opportunities

This policy will operate in accordance with the school’s Single Equalities Framework and policy.

Shamblehurst Primary School Lettings Charges 1 April 2023 – 31 March 2024

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		
Out of School Hours		
Single room	£20 per hour	£20 per hour
Playground	£20 per hour	£20 per hour
Playing field	£20 per hour	£20 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.