Woodcroft Primary School



Charging Policy

Date: July 2025

WOODCROFT PRIMARY SCHOOL

Policy for Charging for School Activities

1 INTRODUCTION

Section 110 of the Education Reform Act 1988 requires each Governing Body to draw up and keep under review a Policy for charging for school activities. The Act requires that this Policy shall set out the categories in which it is proposed to make charges.

It is the Governors intention that this Policy shall not inhibit the current educational activities of the pupils at Woodcroft Primary School. Further the Governors intend that no pupil will be disadvantaged by the operation of the Policy such as to not have the same opportunity as any pupil to take part in such activities.

The Governors have therefore determined that the school may make charges and seek voluntary contributions from parents/carers for school activities provided for registered pupils at the school on the basis of the information set out in the main part of the document.

2 SCHOOL HOURS

School hours are those hours when the school is actually in session are between 8.30am (registration 8.45am) and 3.15pm

No charge can be made for any activity (other than group/individual tuition in playing a musical instrument and board and lodging on school journey) which takes place wholly or mainly during the above school hours.

3 FREE EDUCATION

No charges will be made for education provided wholly or mainly outside school hours for registered pupils where the education is provided as a required part of the National Curriculum.

4 OPTIONAL EXTRAS

The Act enables a charge to be made for education provided for registered pupils wholly or mainly outside school hours if the provision does not come within the National Curriculum.

It is the policy of the Governors to provide optional extras to the pupils of the school.

Examples of such extras are: outings, school club activities, on-site holiday camps, visiting theatre groups, instrumental tuition.

Parents/carers will be notified in advance of the activity being provided and where a charge is to be made only those pupils whose parents/carers have agreed in writing to pay the charge will be allowed to participate in the activity.

If there are an insufficient number of pupils to cover the cost of the activity, the activity may have to be cancelled.

Charges will be made, as appropriate, to cover such items through another provider as:-

a) Pupil's travel costs
b) Board and lodging
c) Materials, books, instruments and other items of equipment
d) Non teaching staff costs
e) Entrance fees to places of interest
f) Insurance costs
g) Any cost engaging teaching staff specifically for the purpose of providing the activity.

The letter to parents/carers will give details of the costs involved and how the charge has been determined.

5 VOLUNTARY CONTRIBUTIONS

In cases of educational activities for which charges cannot be made, the Governors may ask parents/carers to make a voluntary contribution towards the cost of the school activity.

Contributions of this nature for special events will reduce the costs to the school, thereby allowing more funds to be available for wider use throughout the school.

Such voluntary contributions will be invited from parents/carers by letter which will clearly state that:-

a) Parents/carers are under no obligation to contribute
b) Registered pupils at the school will not be treated differently according to whether or not their parents/carers make any contribution in response to the request.

6 *CHARGING IN KIND*

For certain practical subjects such as cooking and craft, design and technology,

parents/carers may be asked whether or not they would wish to keep the finished product.

Where parents/carers indicate that they would wish to, the School may either:-

a) Ask parents/carers to supply certain ingredients and/or materials
b) Charging parents/carers for the cost of the ingredients and/or materials being provided by the school.

7 DAMAGE TO SCHOOL PROPERTY

If a pupil's behaviour results in damage to or loss of school property or equipment, the Governors may ask a parent/carer to pay for the cost of replacement or repair. Parents/carers would be informed by letter whether such charges would be made.

8 REMISSION OF CHARGES

In certain circumstances, charges may be fully or partly remitted.

Details are contained in the Governor's Policy on the remission of charges for school activities (see below).

WOODCROFT PRIMARY SCHOOL

Policy for Remission of Charges for School Activities

Introduction

Section 110 of the Education Reform Act 1988 requires each Governing Body to draw up and keep under review a Remissions Policy. The Policy has to set out any circumstances in which they propose to remit (whether in full or in part) any charge which would otherwise be payable to them in accordance with their charging policy.

This document should therefore be read in conjunction with the Governing Body's Policy on charging for school activities.

1. Where financially viable for the school budget all charges for board and lodging in connection with a school journey will be remitted in full for all pupils whose parents/carers are in receipt of Income Support, Family Credit or Invalidity Benefit.

2. Where financially viable in the school budget, the Governors will remit in part, or in full, charges which are for "Optional Extras"
or retention by pupils of finished products (eg: cooking, craft work) if:-

a) such charges would prevent a pupil taking part in an optional activity
or
b) such charges would cause hardship to individual families.

WOODCROFT PRIMARY SCHOOL

Instrumental Music Tuition Policy Statement

- The Governors believe that instrumental Music tuition makes an important contribution to the life of the school.

- The Instrumental Teaching Service will do its best to guarantee 30 lessons per year. Lessons missed because of school date/functions will be attempted to be made up during the year. If a child is absent NO refund will be made.

- Each lesson will last for no longer than 30 minutes. The maximum number of pupils per lesson will average 3 but may be between 1 and 4. Pupils eligible for Pupil Premium will be prioritised for smaller group placement in order to maximise the value of the subsidy.

- Lessons may rotate throughout the timetable so that children do not miss the same class time each week. This will be assessed on an individual basis at the discretion of the Headteacher.

- The instrumental Music teachers will provide an annual Music Service Progress Report on the pupil to the school and parents.

- The cost of tuition will be set by BEAT (Barnet Education Arts Trust) per term per child. Payment will be requested ½ termly in advance. Failure to maintain the payment schedule will result in pupils being removed from tuition. A full half terms notice in writing will be required from parents/carers to terminate instrumental lessons.

- NO refunds will be made if a pupil stops attending tuition lessons mid-way through a term

- The fees for Instrumental Music tuition will be reviewed on an annual basis.

- Pupils may be given the opportunity to enter the music examinations. This will be assessed on an individual basis and at the discretion of the school and parent / carer. Instrumental teachers are not required to enter pupils for these graded examinations but where it is considered to be in the best interest of the pupil, the instrumental teacher will be responsible for the entry.

- Parents/carers will be required to pay any examination fees and associated materials e.g. music, grading books and accompanists.