



## **Charging Policy**

**September 2014**

Reviewed by the Finance Committee – Autumn 2014  
Ratified by the Governing Body – December 2014  
Review Date – Autumn 2015

Chair of Governors

Headteacher

# **HUYTON WITH ROBY C.E. PRIMARY SCHOOL POLICY STATEMENT ON CHARGING FOR SCHOOL ACTIVITIES.**

## **INTRODUCTION**

This document is a statement of the aims, principles and strategies in respect of Charging for School Activities.

It is in accordance with Government legalisation and emanates from the School's Mission Statement. Furthermore, it accords with the School's Equal Opportunities Fund.

## **AIMS**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including excursions, residential experiences and clubs can make towards personal and social education and aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the School and as additional activities.

## **PRINCIPLES**

1. Projects and pursuits requiring additional funding are regarded as an integral aspect of the corporate life of the School.
2. Pupils should not be debarred from such activities as a consequence of their parents' inability to finance their participation.

## **STRATEGIES**

1. The school will not levy any charges for routine activities, which occur wholly, or mainly within the school hours except for transport costs.
2. The financing of special educational visits of a specific or general nature that take place whether in or out of School but within the School timetable, will rely entirely upon voluntary contributions from parents.
3. The School will cancel any planned venture if the uptake is insufficient and therefore, financially not viable.
4. No child will be disadvantaged or excluded from any activity because parents refuse or are unable to make a voluntary contribution.
5. When activities that do require extra financing are planned, parents will receive advance notice of the event including details of voluntary contributions.
6. The School will, when advertising a specific activity, request parents to signal their intention, usually on a pro- forma, whether or not they wish their child to participate and whether or not they are willing to make a voluntary contribution.
7. In the event of the visit being a whole day's duration, pupils in receipt of free school meals will be provided with packed lunches.
8. The School will maintain detailed records of income and expenditure in respect of all education visits.
9. No charges will be made for educational activities that occur outside school hours when such activities are part of the school's statutory duties regarding the delivery of the National curriculum or the Religious Education of Pupils.

## **OPTIONAL ACTIVITIES**

1. When optional activities are arranged, these will take place wholly or mainly outside school hours. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such charges incurred.
2. In the event of a residential visit being arranged, parents will be given eight months advance notice and will be provided with the facility to make weekly contributions towards the costs.

## **INSTRUMENTAL TUITION**

The school currently offers instrumental tuition to pupils at Key Stage 2 under a Service Level Agreement paid by the school. Additional tuition is offered from time to time which is outside the Service Level Agreement and parents are given the opportunity to contribute to these additional lessons.

**See attached letters.**

## **CLUB ACTIVITIES**

Extra- curriculum clubs and societies operate at various periods during the academic year. Clubs of a sporting nature are largely seasonal and are offered to pupils at Key Stage 1 and 2.

In all school based pastimes and pursuits, coaching and tuitions are provided free of charge, as is transport to and from venues and stadia for competitive matches. Clubs run by outside agencies may be charged.

**The Breakfast Club is self supporting.** Some external funding is given and the parents are required to contribute towards the cost. The current cost to parents and carers, as agreed by the governors of the school is £2.75 per day. This charge will be reviewed in September 2014 and then on an annual basis.

## **EXTERNAL SERVICE CHARGES**

The school offers facilities to outside Agencies, i.e. Link Room Facilities. Charges are made for the use of the Link Room and are registered as income.

Little Angels - £60 per week with effect from 1<sup>st</sup> September 2014

### **Calculation of charges includes:**

No additional heating charges as still within school opening times.

Lighting charges for link room and kitchen

£ 3 per day.

No cleaning charges as Little Angels staff clean up after use.

Room letting charge from 2.50pm to 5.30pm £8 per day

£ 9 per day

**Total = £60 per week.**

## **PERIPATETIC MUSIC PROGRAMME**

**Dear Parent / Guardian**

September is here and it is time for us to update the records of our Peripatetic Music Register. The enclosed form must be completed for all students who wish to continue / start having instrumental music tuition at **Huyton with Roby School**.

Due to increases in costs, it has been necessary this year to ask for a small contribution towards the peripatetic lessons taken in School. **Huyton with Roby School** will cover the majority of the costs, but we are asking for a contribution of £      per term.

It is very important that students and parents understand that registration is for the full year and that payments should be made promptly at the start of each term. If possible, the Bursar would appreciate full payment in September, to avoid chasing people up throughout the year.

**Huyton with Roby School** believes that students should be given the opportunity to learn an instrument. If there are any problems regarding payment, please do not hesitate to contact me on the number above.

### Missed Lessons

Students taking up peripatetic lessons must attend their lessons regularly (lesson times will be displayed on the Peripatetic notice board). Students will continue to be charged for lessons missed without a genuine reason, to make up for the money paid by the School. **Anyone who misses a series of lessons will be taken off the peripatetic register.**

### Pupils who borrow instruments

If your child ever borrows an instrument owned **by Huyton with Roby school** **It is essential that it be on the parents' household insurance.** Any loss or damage to the instrument will be the responsibility of the borrower.

Instruments brought into School for lessons must be left in the studio where it is secure. **The School's insurance policy does not cover personal belongings – and this includes all instruments.**

### Extra-Curricular Activities

There are many opportunities to take in extra-curricular music activities at **Huyton with Roby School** and it is expected that all students having peripatetic lessons will support music practices, in order to ensure we build on the musical achievements in School.

I would be grateful if forms and payments were returned to me as soon as possible. Cheques should be made payable to Huyton with Roby C .E. School

Thank you.

Yours sincerely

**Head of Music**

## **PERIPATETIC MUSIC PROGRAMME**

Dear Parent / Guardian

It is now time to pay for the Autumn Term's peripatetic lessons contribution of £ . Please put the payment in an envelope clearly marked with your child's name. I would be grateful if payments were returned to me by **DATE**. Cheques should be made payable to **Huyton with Roby C E (Aided) School**

**Huyton with Roby** School believes all students should be given the opportunity to learn an instrument. If there are any problems regarding payment, please do not hesitate to contact me on the number above.

### **Reminders:**

#### Missed Lessons

Students taking up peripatetic lessons must attend their lessons regularly (lesson times will be displayed on the Peripatetic notice board). Students will continue to be charged for lessons missed without a genuine reason, to make up for the money paid by the School. **Anyone who misses a series of lessons will be taken off the peripatetic register.**

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Yours sincerely

**Head of Music**

## **PERIPATETIC MUSIC PROGRAMME**

Dear Parent / Guardian

It is now time to pay for the Spring Term's peripatetic lessons contribution of £ . Please put the payment in an envelope clearly marked with your child's name. I would be grateful if payments were returned to me by **DATE**. Cheques should be made payable to **Huyton With Roby C.E. (Aided) School**

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Yours sincerely

**Head of Music**

## **PERIPATETIC MUSIC PROGRAMME**

Dear Parent / Guardian

It is now time to pay for the Summer Term's peripatetic lessons contribution of £ . Please put the payment in an envelope clearly marked with your child's name. I would be grateful if payments were returned to me by **DATE**. Cheques should be made payable to **Huyton With Roby C.E. (Aided) School**

**Huyton with Roby School** believes that all students should be given the opportunity to learn an instrument. If there are any problems regarding payment, please do not hesitate to contact me on the number above.

### **Reminders:**

#### Missed Lessons

Students taking up peripatetic lessons must attend their lessons regularly (lesson times will be displayed on the Peripatetic notice board). Students will continue to be charged for lessons missed without a genuine reason, to make up for the money paid by the School. **Anyone who misses a series of lessons will be taken off the peripatetic register.**

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Yours sincerely

**Head of Music**

**PERIPATETIC TUITION AGREEMENT**

**STUDENT'S NAME**

**FORM**

**INSTRUMENT PLAYED**

**TEACHER**

**INSTRUMENT USED**

**OWN**

**SCHOOL**

**Make /  
Model:  
Serial No.**

**Please tick appropriate statement:**

**We enclose the contribution of £     for the Autumn Term and agree to continue tuition for the coming year 2014/15.**

**We enclose the entire year's contribution of £     and agree to continue tuition for the coming year 2014/5**

**Signed by**

**Parent**

**And**

**Student**

**Date**

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**FOR OFFICE USE ONLY**

**Autumn**

**Spring**

**Summer**