



Newland St. John's C.E. Academy

Policy on Charging

This policy includes sections about Charging for School Activities and Charging for Music Tuition as separate documents.

The following charges are also made:

- Photocopying per page (inc VAT) 3p
- Calls to local landline numbers are charged within the line rental costs therefore these call are free to all users.
Private telephone calls to mobile numbers and STD calls will be charged at the Headteacher's discretion.
- The charge made for private hire of school facilities are as detailed on the Community Use Spreadsheet. Special arrangements may be made at the Headteacher's discretion.
- Additional areas of income to the school will be assessed as they arise and valued accordingly.

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Policy on Charging for School Activities

DES Circular 2/89, 12 January 1989, explains the regulations resulting from 1988 ERA concerning charging for school activities.

The most important regulation is that education should be free of charge if it takes place wholly or mainly during school hours. Parents and carers can, of course, provide additional materials and books for their own children, and parents collectively can raise funds for the school, but the basic provision is free to all.

In Design and Technology consumable materials (wood, ingredients, etc.) are used and provided by the school. However, a charge may be made for materials in practical areas of the curriculum if the costs are greater than we feel we can sustain.

Visits and activities arranged during school hours will be provided free of charge but the Governors request that parents should be asked to make voluntary contributions to offset the strain on school funds. There will be no discrimination in the provision of activities or visits during school hours between the children whose parents make voluntary contributions and those who do not.

Activities taking place wholly or mainly outside school hours will be charged at full cost and participation is a matter of parental choice. Where residential visits take place a charge will be made for board and lodging. If the visit were wholly or mainly out of school hours a charge would also be made for travel. Children whose parents / carers are not willing or able to make contributions will in no way be barred or penalised. If the visit proves not to be financially viable, the timing may be changed to wholly or mainly outside school hours; or alternatively it might have to be cancelled.

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Policy on Charging for Musical Instrument Tuition

The fee for Musical Instrument Tuition per child is £150.00 per academic year (£50.00 per term)

This cost is based on present funding and the number of children receiving instruction.

The charge for each child receiving musical instrument tuition will not exceed the total cost charged to the school by the Local Authority, divided by the total number of children receiving musical instrument tuition. The charge made to parents will not include the recovery of any subsidy made to other child.

Cost per child will increase if for any reason the children having instrumental instruction fell below the present number or if an increased charge was made to the school by the Local Authority.

- Parents/Carers will be asked to sign a yearly contract with the school. When this is signed parents/carers are accepting responsibility for the payment of £150.
- The school will organise and administer the contract free of charge. No profit will be made by the school.
- The termly fee will be collected during the second week of each term or alternative arrangements can be made, e.g. weekly payments.
- Children may not begin lessons until evidence of All Risks Insurance cover has been presented for the academic year. The school can provide guidance about acquiring this insurance.
- Any outstanding arrears will prevent further lessons being available.

The school values its musical traditions and is anxious to ensure that no child is excluded from receiving extra tuition due to family circumstances. The Headteacher will be pleased to discuss in confidence any difficulties arising from this policy and in certain circumstances the school may be able to offer help.

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Policy on Charging for Lettings

The charges for all lettings will be calculated using the Community Use Costings spreadsheet as supplied by School's Finance and checked annually by the School Business Manager.

Governors reserve the right to increase the charges by giving one calendar months notice to the hirer, unless a separate contract is in existence. In these circumstances, Governors will adhere to appropriate notice periods within the contract.

This policy should be read in conjunction with the community use policy which details conditions for lettings.

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