



Prince Henry's Grammar School

SPECIALIST LANGUAGE COLLEGE



CHARGING & REMISSIONS POLICY

POLICY STATEMENT

The Governors of Prince Henry's Grammar School are committed to providing the best education for all and will endeavour within reason and as funding resources allow, to ensure that all activities offered wholly or mainly during the school day are available to all students, regardless of their respective parents / carers ability to pay. However, Governors reserve the right to request voluntary contributions from parents/carers and in the event of insufficient funding, to cancel an activity.

This policy has been formulated in accordance with the provisions of sections 449 – 462 of the Education Act 1996, which contains the legislation on charging for school activities in schools maintained by local authorities in England, and section 27 of the Education Act 2002, which enables governing bodies of maintained schools to provide community facilities and to charge for some of those services. The aim of the policy is to set out when charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

RESPONSIBILITIES

The Governing Body of the school is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

CHARGES

The Governing Body recognises that legislation prohibits charging for certain activities but reserves the right under the legislation to make appropriate charges in the following areas:

1. **Residential Visits:** Charges will be levied for board and lodging during residential visits. The cost will not exceed the actual cost of the provision and will not include the cost of covering the staff involved in the visit. Parents will be informed of the date of the visit at least two terms in advance and will be provided with a payments schedule.
1. **Music Tuition:** Music tuition is an exception to the general rule that all education provided during school hours must be free. Governors will review the charges made for musical instrument tuition on an annual basis. Please refer to Appendix A for information on current charges. Students studying GCSE or A Level music are exempt from charges on one instrument, any second instrument will be charged at the full rate.
2. **Books and Equipment:** Books and equipment will be provided by the school and must be treated with care. Parents will be asked to pay for the replacement of lost, defaced or damaged items. A charge will be made for any materials, books, instruments or equipment where parents wish their children to own them.
3. **Public Examinations:** Re-sit entry fees will be charged if the entry is requested by parents, where no further preparation has been provided by school or if the examination is not on the set list but school arranges for the student to take it.
4. **Optional Extras:** Non-essential activities and visits (residential or otherwise) taking place outside of the school day that are not part of the National Curriculum, syllabus for a public exam or part of religious education will be charged for. The charge will not

exceed the cost of providing the activity but may include the cost of staff engaged in it. Charges will not include any subsidies for students wishing to participate whose parents have not paid.

5. **Extra-curricular activities and school clubs:** The Governing Body reserves the right to charge for extra curricular activities at its discretion. Parents will be given sufficient notice of any charges which will be applied.
6. **School Meals:** The charges for food served in the cash cafeteria, and the standard meals allowance for those entitled to free school meals will be determined and published annually with any increase being applicable from the beginning of the new academic year.
7. **Extended Services:** Fees and charges relating to the provision of community facilities will be reviewed annually.

REMISSIONS

Board and Lodging – Residential Visits: Parents of students in receipt of free school meals will be exempt for paying the cost of board and lodging for any trips essential to the provision of the National Curriculum, (nb almost all residential trips offered by Prince Henry's are optional extras (see 5 above) which enrich, but are not essential, to the curriculum and therefore are not covered by this element of the policy).

Music tuition: where a second instrument is played a remission of half the current charge per term will be made for that instrument. This amount will be reviewed annually.

Individual Cases of Financial Difficulty: Requests for financial assistance should be made in writing to the Headteacher upon receipt of the letter outlining the details of the activity, or as soon as parents are aware that an activity is to take place.

- The Headteacher may be able to agree flexible, extended payment terms
- Parents may be able to ask for assistance from the Hardship fund which operates independently from other funds. Essential activities will take preference over non-essential ones
- Parents in receipt of free school meals will be considered as first priority for assistance
- In most cases, parents will be asked to bear at least 50% of the cost
- All cases will be treated individually and in confidence

VOLUNTARY CONTRIBUTIONS

The Governing Body will request voluntary contributions from parents for any activities or provision organised for the benefit of students where it is inappropriate to make a charge

- Students will not be treated differently according to whether or not their parents have contributed.
- Initial letters will explain the nature of the proposed activity and its likely value in educational terms
- The letter will indicate the contribution per student which would be required if the activity were to take place

- If the activity cannot be funded without voluntary contributions, this will be made clear at the outset
- If insufficient voluntary contributions are raised to fund the activity, then it may be cancelled
- Parents will be given the opportunity to confirm whether or not they will be contributing on the tear-off proforma attached to each letter

To be reviewed October 2020



July 2017



Performing Arts Faculty - Music Tuition



Instrumental and Vocal Tuition at Prince Henry's 2017 – 2018: existing learners

Dear Parent/Carer,

I am pleased to inform you that your son/daughter may continue taking instrumental/vocal lessons at school next academic year.

Lessons will recommence on Monday 11 September 2017.

Your child will need to check the noticeboard in the Music Department foyer at the start of next term (or see a member of Music staff) to find out their first lesson time/day.

Fees

The tuition fee for 2017-2018 is **£195.00** for the whole year or, you may pay **£65.00** on a termly basis. In order to provide access to as many students as possible, I am pleased to confirm that school can currently provide a 50% subsidy to students who are currently in receipt of free school meals. If applicable, please indicate 'FSM' on the reply slip and pay the lower amount of £32.50 per term. A set of payment slips is attached to this letter. Please either pay using the online payment service or return a cheque to school with your payment slip. Cheques should be made payable to 'Prince Henry's Grammar School'. Whichever payment method you choose, please return your payment slip to the Finance Office.

If we do not receive notification that your child wishes to continue with lessons before the end of the summer term, it will be assumed that you wish them to stop. Please return the slip to confirm if you do wish them to continue by the end of term.

If your child is taking lessons on two instruments, the fee for the year for a second instrument is reduced and is charged at **£90.00**. You may pay on a termly basis for this, too, at a cost of **£30.00** per term. Students are not permitted to take more than two sets of lessons in school, as these may impact too much on normal curriculum time.

Pupils on the GCSE or A level/BTEC Music courses in school are NOT required to pay for their tuition on one instrument/voice (but do need to pay for instrument hire if they are hiring an instrument from school).

TERMS & CONDITIONS

- ♪ **The responsibility of checking lesson times falls with your child.** Please ensure they are aware that they need to check the timetable for their instrument in the Music department foyer each week for their time and that they must not miss a lesson or be late.
- ♪ Lessons operate on a rotating basis to avoid students missing the same curriculum lesson each week. Lesson times are put up at least a week in advance, so any problems can be sorted out before the day itself. Lessons are usually 20-30 minutes and are often shared with one other student (occasionally two).
- ♪ We expect students to see a Music teacher or their peripatetic tutor if they will not be able to make a lesson (due to an exam, learning off-site or other unusual event), so that their time can be re-arranged.
- ♪ Our tutors are highly qualified and are expected to provide a minimum number of lessons. We will endeavor to provide a **minimum of 30 lessons per year** for each student taking lessons.
- ♪ When students bring their own instrument to school, they may store it in the Music Department during the day. **Please note: the instrument is not covered under the school insurance policy and you must ensure that you have adequate cover.**
- ♪ If your child does not yet have an instrument, we may be able to source it for you at a cheaper price. Please ask for details. **We encourage all students to own their own instrument**, as we only have a limited supply of our own (some of which can be hired out for a termly fee – please contact us if you wish to enquire about this).
- ♪ Please ensure your child **labels their instrument clearly with their name**, so confusion and lost instruments can be avoided.
- ♪ For their weekly lesson, students must request permission from their normal subject teacher for that period to leave and then return promptly at the end of the music lesson. Subject teachers are perfectly used to children asking to go for music lessons during curriculum time, but students must catch up.
- ♪ **When your child reaches a suitable standard we expect him/her to take part in one or more of our extra-curricular bands/choirs.** This will enable him/her to get the most out of making music with others.
- ♪ **Those taking singing lessons are expected to join either Sing Up! (Y7/8) or Senior Choir (Y9+).**
- ♪ Students who go on study leave at the end of the year (Years 11, 12 and 13) are encouraged to continue coming to their instrumental/vocal lessons until the end of the academic year. The lessons will not stop being timetabled for them simply because they have examinations. ***No refunds will be given if they choose not to attend.***
- ♪ Please ensure that lessons are paid promptly either at the start of the year (full fee) or at the start of each term. **If lessons are not paid for by half-way through each term, students will be withdrawn from the lessons.**
- ♪ Poor attendance at lessons will also result in withdrawal of tuition at the end of a term.

Finally, if you wish to withdraw your child from the lessons at any stage, you must inform one of the Music team in writing as soon as possible, as other pupils on the waiting list may miss out on lessons as a result of this (you will, however, still be eligible for their fees for the full term). Lessons are enrolled for on a termly basis.

Yours faithfully,

**Mr P Condry
Faculty Leader – Performing Arts**