



Charging Policy

March 2015

1. Introduction

At Girton Glebe School we believe that the curriculum is enriched by opportunities for children to learn through first hand experience, visits and visitors and that wider experiences for children prepare them for life long learning in wider contexts.

Some of these activities are free, but some will need to be charged for directly. This policy outlines the activities that incur extra charges and the exemptions that apply and is based upon the framework of laws which apply to this area.

2 Free activities

Educational activities that take place during the school day cannot be charged for with the exception of instrumental music tuition for individuals or groups of up to four pupils. This includes materials, equipment and transport provided in school hours by the local authority or by the school. 'School hours' refers to the time that school is usually in session excluding the lunch break.

3 Voluntary Contributions

The school, however, may invite parents or others to make a voluntary contribution towards the cost of an activity so long as no child is disadvantaged should their parents not make a contribution. The school may cancel any activity funded this way should insufficient contributions be received and where there is no way to make up the shortfall. Clearly, voluntary contributions requested for an activity should not exceed the cost of the activity. Activities which may require voluntary contributions include, but are not restricted to:

- curriculum trips and visits
- visitors to school where the school has incurred a cost
- curriculum activities which exceed the delegated budget for a subject where an end product is taken home, such as in design technology projects

4 Chargeable Activities

4.1 Introduction

Chargeable activities include:

- instrumental music tuition for individuals and groups of up to four pupils, including examination fees
- activities which take place before and after school hours or in the lunch break
- activities which predominantly take place outside school hours but may begin during school hours (eg a visit which leaves school during the afternoon session but continues late into the evening)
- board and lodging for residential activities

In general, unless an exemption applies (see 4.2), children may not take part in chargeable activities where parents do not pay the charges.

4.2 Exemptions

No charges are made for activities where families receive:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (or its equivalent) where the annual income does not exceed £13,230 and Working Tax Credit is not also received (The most recent exemption details can be found in the Governors Guide to the Law)

In these cases the school will attempt to meet the shortfall through other funding sources, e.g. Cambridgeshire Music bursaries or charitable donations. The school does not charge other parents more in order to cover the cost of exemptions.

4.3 Residential Activities

Residential trips require an initial non-refundable deposit of £30 per pupil. In the event that a pupil chooses not to attend the residential trip, all payments before the date of this decision are non-refundable.

Board and lodging are chargeable activities (as described in section 4.1), however funding may be available to families who meet the exemptions criteria (section 4.2).

5 Loss and Damage

Where school or local authority property is lost, or subject to non-accidental damage, including musical instruments on loan from Cambridgeshire Music, the school may make a charge for the loss or damage caused.

6 After-School Clubs

The charge for each ten-week course will be £10 payable in advance. This cost is adjusted for courses of different durations. Refunds will not normally be given.

Special rates:

- All families who would normally qualify for concessions are exempt from any charges.
- Families experiencing difficulties in meeting the charges should apply, in confidence, to the activities co-ordinator and exemptions or reduced costs may then be granted.

Each session is from 3.20 – 4.15pm and from 4.15pm to 5pm.

A fine of £1.00 will be levied for each child collected after 4.25pm or 5.10pm for a later session. The fine will increase by £1.00 for each subsequent late collection. A charge of £7.50 per child will be levied for each additional half-hour or part thereof, in order to cover the cost of two adults staying on the premises or to cover the cost of a place at Goose Club, should one be available.