Empowering all to achieve

Severn Vale School
An Academy

CHARGING POLICY

Date of Policy	September 2026
Date of Next Review	September 2027
Staff Responsible	Headteacher / Business Manager
Reference	Staff shared area/staff development/policies/JA
School/Governor Policy	Governor

Aim

Severn Vale School will aim to make appropriate charges that encourage the development of a wide range of activities and use of the facilities

Objectives

- No charge will be made for National Curriculum and related activities in school time
- The school may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Financial assistance may be given to pupils who are eligible for Targeted Free School Meal or Pupil Premium allowance or if parents approach the school for specific financial assistance. Each case will be considered individually by the Headteacher, Deputy Head and / or Business Manager.
- The school may charge where it enables an increase or enriches non – statutory extra curricular provision at any time
- The school raises income through the letting of the Sports Facilities and premises.

Roles and Responsibilities

- The Resources Committee will review and amend the charging policy on behalf on the Board of Governors
- The Headteacher will review the charges on an annual basis and recommend these changes to the Resources Committee for full ratification by the Board of Governors
- The Business Manager will ensure that
    - all invoices are sent at the appropriate time
    - all payments are received on time
    - hirers abide by the terms and conditions of the hiring contract

Procedures

1. Educational Visits

Day Visits

Parents will be invited to make a voluntary contribution to meet the cost of educational visits that occur during the normal school day. There may be occasions when the department will bear some of the cost of the visit.

With visits that occur outside school time, parents will be charged for all allowable costs e.g. travel, insurance, entrance fees etc.

2. Residential Visits

Residential visits that occur during normal school time parents will be invited to make voluntary contributions to meet costs other than board and lodgings.

Financial assistance may be given for Duke of Edinburgh, Cultural Capital or residential trips in the UK which involve physical activities and challenges, such as Skern Lodge or PGL, to pupils who are eligible for Free School Meal or Pupil Premium allowance or if parents approach the school for specific financial assistance. Each case will be considered individually by the Headteacher, Deputy Head and / or Business Manager.

Residential visits in the UK which are not covered by those listed above, or overseas visits may not be eligible for pupil discounts, as the costs would be unfeasible for the school to cover.

With trips that occur outside school time, parents will be charged the full cost of the visit.

Deposits or stage payments made for trips may not be refundable. Full financial terms and conditions for trips will be included with trip information for parents and is detailed in the school Educational Visits policy.

Students will only be considered for trips if their attendance and behaviour in school is good and coursework is up to date. Their Head of Year, Subject Leaders and members of the Senior Leadership Team will all be involved in this decision. Once accepted on the trip, if subsequent attendance and behaviour makes participation untenable (including being placed on the school's 'no-go list'), deposits and payments may not be refunded, and the remainder of the trip cost may still be payable to the school.

3. Music Tuition

The cost of instrumental tuition to individuals or small groups will be met from charges to parents.

Peripatetic music teachers will have individual agreements with parents, not with the school. Charges are set on an annual basis. Invoices will be raised by the individual peripatetic music teachers and payment should be made directly to them by the parents, following their individual terms and conditions.

Financial assistance may be given to pupils who are eligible for Targeted Free School Meal or Pupil Premium allowance or if parents approach the school for specific financial assistance. Each case will be considered individually by the Headteacher and / or Business Manager.

Parents will be expected to buy or hire their child's own instrument, some instruments may be available for hire from Gloucestershire Music Service.

4. Letting Agreements:

- **Sports Facilities to Quedgeley Community Trust Health and Fitness**

The annual letting fee is set by the Headteacher. The fee takes into account the costs of cleaning and utilities. A copy of the hirers' indemnity insurance for a minimum of £5million pound is held on file.

Invoices are raised quarterly and must be settled within one month of receipt. If payments are not received or terms and conditions not followed, then the Headteacher reserves the right to cancel the agreement without notice.

- **General Premises to Groups or Individuals**

Letting of school premises or facilities, either on a regular or occasional basis, is done so by agreement with the school. A letting agreement must be completed by the hirer, who must also agree to abide by the school's terms and conditions for lettings.

Invoices are issued either termly, before or after use, depending on the individual agreement with the school. If the event is cancelled, any out-of-pocket expenses will be charged by the school.

Hirers should use their own indemnity insurance and must provide a copy, evidencing a minimum of £5M cover. School insurance may only be used for lettings when agreed by the school.

If payments are not received or terms and conditions not followed, then the Headteacher reserves the right to cancel the agreement without notice.

5. Charges for Services

Charges for private photocopying and telephone calls are reviewed annually.

The school occasionally lends minibuses to local sport or community groups but does not receive financial reward for doing so. This follows the terms and conditions of our vehicle insurance.

Any organisations who borrow school vehicles must complete a hirer's agreement and follow the school's terms and conditions for use of minibuses.

Monitoring and Evaluating the Policy

This policy will be updated annually by the Business Manager and monitored by the Governors' Resources Committee.