



Charging Policy

1 INTRODUCTION

- 1.1 All education during school hours is free. We try to avoid making charges for any activity undertaken as part of the National Curriculum with the exception of group music tuition.

2 VOLUNTARY CONTRIBUTIONS

- 2.1 When organising school trips, visits or visitors into school (Theatre groups) which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions we may need to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent wishes their child to take part in a school trip or event, we offer subsidises to pupil premium pupils or those who may be struggling financially, however, if a parents is unwilling or unable to make a voluntary contribution, we do allow the children to participate fully in the trip or activity provided consent is given. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 Parents of pupils in the Foundation Stage (Nursery & Reception) are asked to make a voluntary contribution of £1 per week, to support the provision. Within the Foundation Stage due to the nature of the curriculum a lot of miscellaneous consumables such as cooking ingredients are used. This contribution is voluntary and most parents support by either making a weekly payment or some prefer to pay a half termly or termly lump sum. This is always at the parents' discretion. Payments are made via the school online payment app Weduc.

3 MUSIC TUITION

- 3.1 All children study music as part of the normal school curriculum. **(Article 28: All children have the right to a good quality education)** In Year 2 the pupils receive a terms whole class African drumming lessons and participate in the Sing Sing Sing festival during the summer term through the service level agreement with Harrow Music Service. We do not charge for this.
- 3.2 There is a charge for group violin tuition. The Peripatetic violin teacher teaches 8 Year 2 children in 2 groups of 4. There is a parental charge for these lessons. Parents in receipt of state benefits will be invited to discuss alternative payment arrangements subsidises or and may even in exceptional circumstances be exempt from payment where a child is deemed to have a potential musical talent. **(Please refer to attached Instrument Music Teaching Agreement form with charges)**. We give parents information about violin tuition prior to them transitioning to Year 2.

4 EXTRA-CURRICULAR CLUBS

- 4.1 Extra-curricular clubs are offered to children in Year 1 – 2 (KS 1). These involve a range of activities and may be held at lunchtime or after school. Charges are made for some of these activities to cover the cost of admin, instructor's fees, materials, equipment and or/ingredients. Parents are notified about the extra-curricular clubs during and/ or prior to the term they are to be facilitated.
(Article 15: All children have the right to join or set up groups).

PASSPORT APPLICATIONS

- 4.2 Passport applications will only be verified if the individual making the application has been known to the school for more than 2 years. A £10 charge is made to verify a new passport application, any renewals and to certify a photograph.

5 LETTERS

- 5.1 Letters will be charged £3 for any of the following: confirming a pupil's enrolment at the school, parents' application for a child's citizenship or child benefit.

7 DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

- 7.1 Disclosure and Barring Services (DBS) checks replaced CRB checks from December 2012. From January 2014 schools are required to pay for their own DBS checks. The charge for a DBS check is a maximum of £44 per person. Work experience placements will be required to take up placements with an up to date DBS check processed by their registered institution, however, where the DBS has not been processed and a placement is requested the individual will be charged a maximum of £44 for the DBS check to be carried out. Parent volunteers may also be charged for the DBS check. (Refer to LA model DBS policy and procedure policy September 2014).

Reviewed: September 2025.

Ratified by the Governing Body: 15 October 2025

Next review: Summer 2026



KENMORE PARK INFANT & NURSERY SCHOOL



Instrumental Music Teaching Agreement Form

I/We the Parent/Guardian of

wish her/him to receive tuition on the violin.

I/We have read the Charging Policy and agree to the following:

1. To contribute **£195.00** (including administration fee) towards the cost of tuition.

EITHER

- a) One payment of **£195.00 via Weduc (Reach More parents) (£195.00 inclusive of administration fee payable)** at the beginning of the **Autumn Term**.

OR

- b) Three payments of **£65 via Weduc (Reach More parents) (£65.00 inclusive of administration fee)** payable at the beginning of **each term (Autumn, Spring and Summer Term)**.

2. a) One payment of **£40.95 via Weduc (Reach More parents) (£40.00 + £0.95 administration fee cash deposit for)** an instrument hired from school to insure for damage, loss or theft. The deposit of **£40.00** will be refunded in full if the instrument is returned at the end of the year in the same condition as it was given.

OR

- b) to provide a suitable instrument.

CHILD'S NAME

CLASS

PARENT/GUARDIAN'S NAME

SIGNED

DATE