



BUNGAY
HIGH
SCHOOL

*Opportunity, Aspiration
and Excellence for All*

Music Charges Policy

This policy outlines the charging policy for music lessons and details the remissions and concessions to which parents/carers may be entitled. It is unfortunately necessary to charge for music tuition, as it is not possible for the school to meet the costs from our allocated budget.

Charges - £120 a year divided into three termly charges, which will be invoiced to parents/carers once a term. Governors certainly mean to collect no more than we need to ensure the full range of provision continues to be available. The Governors will review this policy annually, in the Summer term to keep the charge at the lowest possible level.

Borrowed Instruments - We have some instruments to lend; borrower's parents are responsible for their insurance. Parents whose children bring their own instruments to school should also insure them since the school will not accept any liability for their loss or damage.

The school's charging policy for instrumental music tuition is:

1. A charge of £120.00 per year will be payable for **each** instrument taught.
2. This will be payable in termly instalments within two weeks of invoice date.
3. **In the event of non-payment**, music lessons will cease in the following term and outstanding charges collected for all half terms where lessons were requested.
4. We aim to give students 30 lessons a year. Often "credit" is accumulated in the long Autumn term to compensate for the shorter Easter and Summer terms and the pressures of public examinations.
5. Parents are expected to give us a half term's notice of starting and stopping lessons, so we can give the tutors adequate notice.
6. **Remissions policy** - No charge will be made for instrumental tuition to a pupil:
 - Who is entitled to a free school meal
 - Whose family is in receipt of a Tax Credits Exemption Certificate, Council Tax Benefit or Job Seekers Allowance.
 - Whose tuition is provided as part of a recognised external examination course within the school's curriculum.
7. The Governing Body will also consider waiving the charge in other exceptional cases not falling within the criteria listed above, if the parents apply in writing.
8. The second child in a family receiving tuition will be charged at a rate of 50% of the full cost, the 3rd child and subsequent children in a family will be charged at 25% of the full cost.



Reply slip to Finance Office

Tick as seen by Music Dept

(Please tick the appropriate boxes)

I have read your letter about charging for instrumental tuition ()

I confirm I wish my child(ren) to receive tuition on this basis ()

I apply for exemption and will provide evidence as above () **OR**

I confirm I will pay for lessons within two weeks of invoice date ()

Name of child(ren) _____

Signed (parent/carer) _____