



CHARGING POLICY

Audience	Parents/Carers, Staff, Governors
Date for renewal/updates/review	As necessary
Named person responsible for monitoring	Head
Agreed by Site & Finance	29 June 2020
Ratified by Governors	7 July 2020

Hampstead School is committed to providing equal access to all areas of the curriculum and to Article 28 of the UN Convention on the Rights of the Child. The School's Charging Policy complies with the Education Act 1996 and Department for Education advice.

The Governing Body delegates to the Head the responsibility for implementing this policy. The school will endeavour to ensure that no student is excluded from a course or activity as a result of this policy.

In general we will not charge for educational activities. However, we expect parents to provide, and ensure that children are equipped with items, such as pens, pencils, rulers, pencil cases and calculators - these are essential in ensuring that students are ready to learn.

We will not charge for:

- Core books, materials and equipment (except musical instruments) loaned to students. These resources must be returned to the school in good condition at the end of the period of study, or incur a charge.
- Incidental transport in connection with the established curriculum.

We will charge for:

- All board and lodging costs on residential visits
- Loss of or damage to school resources loaned to students
- Loss of or damage to school property by students
- Specific examination entries in accordance with the exam policy
- A deposit will be charged for text books, which will be refunded when the books are returned to the school in good condition at the end of the course
- A charge will be incurred for any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them

Where we cannot levy charges the school may request voluntary contributions towards the cost of an activity for students. This will include trips related to option choices. All requests for contributions will make it clear that they are voluntary. However, if there are not enough voluntary contributions to make the activity possible and the school cannot make up the shortfall, then the activity may not take place.

Instrumental music costs

Students on Music GCSE and A level courses have to study one instrument. We will not charge for the music tuition provided by Camden Music Service.

If students opt to study a second instrument, tuition charges will be made for the second instrument by Camden Music Service. Parents/carers are required to enter into a contract with Camden Music Service and financial arrangements made direct with them. Financial assistance may be available for students receiving free school meals.

Exceptions to instrumental charges may be made for particular instruments on the recommendation of the subject leader for music. This exemption is made for students at all stages throughout the school.

Extended school services

Students will be encouraged to participate in school activities which take place outside school hours. The school will charge students for participation in some extended school services. In order to enable universal access to these services, the school will consider subsidising student access to these on an individual basis, using free school meals as a general benchmark for subsidy consideration.

Extended curriculum activities

There is usually no charge for after school activities which link with the National Curriculum, but we may ask for voluntary contributions. We may charge for additional Saturday school and Holiday School sessions. Students on free school meals may be supported by the school.

Non-residential trips

We may charge for non-residential trips which take place outside of school hours, but only if the majority of time spent on the activity takes place outside school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

Residential trips

For residential trips which take place outside of school time which are not essential for the curriculum, we will charge for the full cost of the trip.

If there is a remaining balance of £10,00 per student or more than 5% after trip reconciliation, the balance will be refunded to parents unless the parent decides to donate such funds to the School.

Hire of lockers

There is a hire charge for the use of a locker.

Online Payments

Hampstead School is a cash free school and all payments must be made via Parentpay. This includes loading up the students' canteen account, purchasing books and other resources, or paying for trips and events.

Property

- Students (and their parents/carers) who are loaned valuable equipment (e.g. laptops/other devices) may be asked to sign to acknowledge receipt, that they will only use it for the intended purpose, and that they (or their parents/carers) may be asked to pay for repair/replacement in the event of damage/loss.
- **School property – visitors:** The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a visitor to the school site may be charged wholly or in part to them or the responsible organisation at the Headteacher's discretion. This includes property belonging to organisations working on the school site.
- **School property – staff:** The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a member of staff may be charged wholly or in part to the member of staff at the Headteacher's discretion. This includes property belonging to organisations working on the school site.
- There are some items of school property that staff members may be required to have, including (but not limited to) an ID badge, keys for specific areas of the school, a walkie talkie, a laptop/tablet/mobile phone/other device, etc. These items will be allocated to staff without charge, but any repair/replacement due to loss or damage may be charged to the member of staff (these rates are currently £5 for an ID badge, between £28 and £36 for a barrel key, £150 for a walkie talkie). Staff may be asked to sign for some items to acknowledge receipt and that they may be asked to pay for repair/replacement in the event of damage/loss.

- Charges incurred through driving the minibus or other vehicle on school business such as parking fines or traffic violations may be charged to the individual member of staff.
- **Student/Staff/Visitor property:** Whilst the school will take a reasonable view of the security and condition of property brought on site and will do our best to ensure it is protected, the school is not liable for the damage or loss of any property (including cash), including that which is confiscated by the school. Students are advised not to bring mobile phones, laptops or other devices to the school site.
- The Headteacher will apply discretion on a case by case basis, but if a student, staff member or visitor is bringing an item of value on site, e.g. a musical instrument or a laptop/mobile phone/other device, it is their responsibility to ensure it is insured and secured appropriately. Personal deliveries to the school site are not encouraged and are made at the individual's own risk.
- A visitor to the school site is defined as anyone other than staff or students who are on the school site – contractor, agency staff member, governor, lettings user, etc.