



## CHARGING & REMISSIONS POLICY

### PURPOSE AND PRINCIPLES

#### Introduction

This policy sets out Hampstead School's position on charging for school activities (including curriculum and extra-curriculum activities), including music tuition, school visits and residential trips for students currently on roll at the school.

#### Legal Framework

The governing body of the school recognises the principles of the [Education Act 1996, and follows the law set out in Sections 449-462 of The Education & Inspections Act 2006, and The Charges for Music Tuition \(England\) Regulations 2007.](#)

This policy has been compiled in line with the Department for Education Guidance: [Charging for school activities: Departmental advice for governing bodies, school leaders, school staff & local authorities \(May 2018\).](#)

The school makes every effort to minimise charges to parents. Where costs are incurred for which charging is legitimate, the school will be guided by the law and guidance set out above.

### REMISSIONS

The school is aware of its responsibilities to parents on low incomes and in receipt of certain benefits, and endeavours to inform and support parents wherever possible when being asked for contributions.

Full remission of charges for essential curriculum-based educational visits is available to all, but the school may ask for a voluntary contribution towards the cost of such trips.

Pupil Premium students are also eligible (at the discretion of the school) for a 25% discount on the cost of non-essential, extra-curricular school visits.

If your child is not eligible for Pupil Premium, parents/carers are advised to write to the member of staff leading the school visit, should they wish to receive consideration for the remission of a charge.

On receipt of this, the school may remit either in full or in part the charges in respect of a student, if it is deemed reasonable.

The school may suggest other actions – for example, an extended payment plan or a subsidised deposit. This would be detailed in information circulated in connection to the school visit.

The school will endeavour to ensure that no student is excluded from a course or activity as a result of this policy.

## **Expected Provision**

Parents are expected 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.

Specialised equipment required in certain subjects (such as science, maths, art and design & food technology) will be provided by the school.

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

## **CHARGES**

### **Activities and Items which may be Chargeable**

- 1) Visits, activities & trips made in addition to the curriculum and occurring (for the majority of the activity's duration) outside of school hours. This may include:
  - a) Optional extras such as before or after school clubs where staff are engaged specifically to provide the optional extra.
  - b) Non-school related educational activities provided on school premises during or outside of school hours.
  - c) Non curriculum-related activities provided outside school hours.
  - d) Education that is provided outside of school time that is not part of the curriculum.
  - e) Non-essential residential trips where the trip is mainly outside school time. (see following section)
- 2) Visits, trips or excursions arranged by organisations other than the school.
- 3) Items or materials which will be taken home (where a finished product will be kept by a pupil or parent). This may include:
  - a) Food Technology ingredients
  - b) Materials for certain courses (such as design technology, photography or art).
- 4) Any other materials, books, instruments or equipment where the parent wishes the pupil to own the item and the item is offered for purchase through the school.
- 5) Loss or damage of school exercise or text books.
- 6) Breakages or damage to school property or equipment (see following section).
- 7) A deposit will be charged for special text books, which will be refunded when the books are returned to the school in good condition at the end of the course.
- 8) There is a hire charge for the use of a locker.
- 9) Music & vocal tuition (see following section).

### **PARENTAL CONTRIBUTIONS AND CHARGES FOR SCHOOL VISITS, TRIPS AND ACTIVITIES**

- 1) Parents will be asked for voluntary contributions towards the cost of school visits, activities and trips made in addition to, and in support of, the curriculum.
  - a) Such contributions should not be described as compulsory.

- b) Parents will be advised of the amount needed to cover the cost of the visit or activity.
- c) Although not contributing to the cost will in no way diminish the right of the pupil to take part in the activity or visit, the school reserves the right to cancel the activity or visit should insufficient voluntary contributions be made to cover the costs incurred.
- d) Guidance on how to inform parents of this is provided to staff.
- e) Such activities include:
  - i) Visits and trips, and field trips, that occur for the most part during the school day and enhance learning in the curriculum
  - ii) Travel expenses to and from work experience placement or career workshops
- 2) For residential trips which are essential to the National Curriculum, a charge will be applied for board and lodging. This will not exceed the actual cost. The school may ask for a voluntary contribution to cover the cost of travel as outlined above.
- 3) For residential trips which are non-essential:
  - a) If the trip is mainly outside school time, there will be a charge for the full cost of the trip.
  - b) If the trip is mainly inside school time, there will be a charge for board and lodging only.
- 4) 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/carers unless the parent decides to donate such funds to the school.

### **Music Tuition and Activities**

- 1) Students on GCSE or BTEC Music courses are required to study one instrument as part of the course. We will not charge for this tuition which will be provided by Camden Music Service. If students opt to study a second instrument, tuition charges will be made for the second instrument and are payable to Camden Music Service. For all other instrumental tuition, parents/carers are required to enter into a contract with Camden Music Service and financial arrangements made directly with them via the website. Financial assistance may be available for students receiving free school meals.
- 2) Exceptions to instrumental charges may be made for particular students on the recommendation of the Subject Leader for Music. This exemption is made for students at all stages throughout the school.

### **Examinations**

- 1) The school will charge for entry for exams that are in addition to the normal curriculum, or where the school has not prepared the student for the exam.
- 2) The school will charge for students re-sitting an exam (other than in exceptional circumstances at the discretion of the Exams Officer).
- 3) Where a pupil fails without good reason to complete the requirements of a public exam or to attend, the school may seek to recover the entry costs from the parent.
- 4) A charge will be applied for all students requesting a 'Review of Marking' of any exam taken at the school (other than in exceptional circumstances at the discretion of the Exams Officer).

## School Property and Equipment

- 1) **School property – students:** The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc, lost or damaged by a student may be charged wholly or in part to the parent/carer at the Head's discretion.
- 2) 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.
- 1) **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 Head's discretion. This includes property belonging to organisations working on the school site.
- 2) **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 Head's discretion. This includes property belonging to organisations working on the school site.
- 3) 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.
- 4) 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.
- 1) **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.
- 2) The Head 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.
- 3) A visitor to the school site is defined as anyone other than staff or students who are on the school site – visitor, contractor, agency staff member, governor, lettings user, etc.

## LETTINGS

- 1) Lettings of premises will be made to organisations who have agreed a fee with the school.
- 2) The Site Manager is responsible for lettings.
- 3) Fees are reviewed annually.

## **FREEDOM OF INFORMATION AND DATA PROTECTION**

Please see the Freedom of Information policy on the school's website for details of charges.

<https://www.hampsteadschool.org.uk/site/data/files/policies/45E4611BD4FDBBA95964CF08B2FF4B31.pdf>

## **POLICY CONSULTATION AND REVIEW**

This policy is available on our school website and available on request from the Administration Office.

This policy was last reviewed by the Finance & Site Committee on 8 March 2022 and agreed by Governing Body on [DATE]. This policy will be reviewed on an annual basis. It is due to be reviewed again in the academic year 2023.