



## CHARGING POLICY

<b>Audience</b>	Parents/Carers, Staff, Governors
<b>Date for renewal/updates/review</b>	As necessary
<b>Named person responsible for monitoring</b>	Head
<b>Agreed by Site &amp; Finance</b>	30 January 2019
<b>Ratified by Governors</b>	11 February 2019

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

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.

**Hire of lockers**

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

**Signed:** \_\_\_\_\_*Hunter Danskin* \_\_\_\_\_  
*Chair of Site & Finance Committee*

**Date:** \_\_\_11 February 2019\_