



## Charging Policy

Reviewed by Governing Body: 11 February 2021

Policy Review Date: Spring 2022



### Vision Statement

To enable everyone within our community to flourish and enjoy a life filled with love, meaning and purpose, underpinned by Christian values, a love of learning and an eagerness to make the world a better place together.

### The Four Foundations of the Vision

**Educating for knowledge and skills, wisdom and forgiveness:** enabling discipline, confidence and delight in seeking wisdom and knowledge, and developing talents in all areas of life.

**Educating for hope and aspiration and responsibility:** enabling healing, repair and renewal, coping wisely when things go wrong, opening horizons and guiding people into ways of fulfilling them.

**Educating for koinonia, friendship and compassion:** a core focus on relationships, participation in communities and the qualities of character that enable people to flourish together.

**Educating for dignity and respect:** the basic principle of respect for the value and preciousness of each person, treating each person as a unique individual of inherent worth.

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## 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Headteacher and School Business Manager

### 4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **4.3 Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **4.4 Parents**

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## **5. Where charges cannot be made**

Below we set out what we **cannot** charge for:

### **5.1 Education**

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### **5.2 Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### **5.3 Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## 6. Where charges can be made

Below we set out what we **can** charge for:

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **6.3 Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### **6.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips,
- Sporting activities
- Governors Fund donation towards capital projects

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Activities we charge for**

The school will charge for the following activities:

- **Applications to Private fee paying Secondary Schools**

Hampstead Parochial School will charge parents a pre described and notified fee for each reference that is requested. This is a small contribution to assist in the cover of administrative and postage costs and does not represent the actual cost, or may the charge levied become a prerequisite for providing a reference which will be at the Headteachers discretion.

- **Applications for Passports**

Hampstead Parochial School will charge a nominal fee in respect of passport applications that are required to be completed by a senior member of staff.

- **Applications for copies of documents**

Hampstead Parochial School will charge parents a nominal fee for copying requested documentation.

### **Extended Services**

Extended services have been well-researched, and the school is robust in its business planning and must remain appropriately funded if the services provided are to be sustainable in the long-term.

### **Hampstead Parochial School cannot subsidise extended school activities from their delegated budget shares.**

Hampstead Parochial School Clubs is non profit making

- All costs will be met by charges to users.
- Services which schools can charge for include:
  - all childcare, whether delivered directly or through partner providers
  - community access, for example to gyms and sports facilities, and
  - out-of-hours activities including all advertised activity clubs

Other sources of funding for extended schools activities:-

The annual Registration Fee is payable for each and every child who's parent/guardian wishes them to attend the Clubs Facilities this will include Breakfast and/or After School Clubs. This fee helps to cover Insurance and Administrative costs so there is no reduction of this charge under any category. The fee is payable at any time during the academic year therefore there is no reduction for any lapsed time.

There is no automatic exemption of charges for those parent/carers whose children are on Free School Meals. However, a reduction in charges for those parent/carers who are on Free School Meals only, may be applied for via an application form, If oversubscribed the application will go to the Governing Body for their consideration. The decision of the Governing Body is final.

As all Extended Services facilities and staff costs have to be covered outside of the delegated budget, there can be no reduction of charges for parent/carers with more than one child, as staff to pupil ratios has to be applied.

Charges for Extended Services will clearly be set out in the programmes sent out to parent/carers at the end of each term. Other groups who use the school's premises will be charged according and will adhere to the Extended Services lettings policy and/or user agreement.

### **Parent/carers who are late picking up their child from sessional activities.**

As staff to pupil ratios have to be maintained parent/carers who are late to pick up their child from any sessional activity will be charged as set out by the charges which are published and available upon request. Persistent offenders may be refused entry to After School Clubs.

### **Club Leaders**

Activity club leaders who do not invoice the school for their services will be charged 25% of

the fees that they collect from parents. The fees are payable upon demand any outstanding fees will be referred to the Governing Body and the activity club leaders may not be invited to undertake an activity club the following term

### **School Meals**

The LA provide meals or other refreshments to pupils, either on the school premises or elsewhere where education is provided.

The school must provide facilities for pupils not taking school meals, so they can eat meals which they've brought to school. These facilities include; accommodation, furniture and supervision, which allow children to eat their meals in suitable conditions. The school cannot charge pupils for using these facilities.

### **Free school meals**

Children whose parent/carers are entitled to free school meals will be authorised to the school by the LA. Parent/carers will be required to produce current validation and will be required and will be authorised by the LA **before the school can grant** Free School Meal status. Parent/carers are advised that until the school receives confirmation regarding Free School Meal status from the LA all charges for school meals will be charged for. No application for Free School Meals can be back dated and all Free School Meal applications must be made in advance of each and every academic year in the preceding July to be included in the following September.

All other pupils must be charged the same amount for the same quantity of the same food, although the meals may be subsidised by the LA. Neither the governing body nor the LA has the power to provide free meals to any other pupils.

### **Paid meals service**

#### **All school meals are paid for in advance**

All funds will be collected by the school and paid directly to the LA. The school and LA will seek debt collection for unpaid meals after a statutory period of 10 days and will advise the school to cease providing a meal. Under these circumstances the parent/carer must provide the child with a packed lunch until such time that the debt has been paid and subsequently all meals must be paid for in advance.

If a parent/carer wishes to complain about payments or the LA's school meals charges or policy then they must make direct representations to the LA school meals department.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in the Spring term each year. Parents will be informed of the charges for the coming year in the summer term each year.

## **9. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### **9.1 Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

## 10. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by Headteacher and the Resources Committee.

Reviewed by Governing Body	Spring 2021		
Next Revision ( Please highlight as appropriate)	<b><u>Annual</u></b>	Bi-annual	Tri- annual
To be reviewed	Spring 2022		