



HPP

Charging Policy

This policy was adopted/updated:	July 2023
This policy will be reviewed:	Annually
Governor Committee Responsibility:	Resource committee
Statutory policy:	Yes
Policy origins:	Charging for School Activities.Gov 2014

Date:	Comments:	Next Review:
Autumn 22		Autumn 2023
Summer 2023	Charging to produce letters and reports added to the policy	July 2024
Autumn 2023	Change made to independent schools section	These changes will take effect as of January 2024. Any independent reports requested after this date will be managed inline with the update policy agreed by Governors.
Summer 2024	Included nursery charges	Summer 2025
Summer 2025	Amended Nursery hours information	Summer 2026
Summer 2026	Included information on charging staff for lost, stolen or damaged staff laptops	

Introduction

This policy should be read in the context of the Department for Education Charging for School Activities Policy and sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

The basic principle is that all education provided during school hours is free of charge. There is no charge for any activity undertaken as part of the National Curriculum except for individual or group music tuition such as that provided by the Richmond Music Trust and other peripatetic music teachers'. This policy covers any charges that may be made in relation to the curriculum or other optional services.

Voluntary Contributions

If a parent wishes their child to take part in an educational visit and is unwilling or unable to make a voluntary contribution the child will be allowed to participate fully in the trip or visit and will not be treated differently from any others. Parents with children entitled to the Pupils Premium Grant (PPG) or who have difficulty in making the voluntary contribution may contact the school office in confidence, as assistance may be available.

Swimming is part of the national curriculum and the school is responsible for the cost of the lessons for children; however we will ask parents to make a voluntary contribution if possible.

There are times when the school pays additional costs to support the visit or trip. Parents have a right to know how each trip is funded. This information is available on request.

In September 2018 HPP introduced a voluntary contribution of £10 per child per term, applied to a maximum of two children across HPP. This contribution will cover the costs for food technology, arts week and additional activities to enhance the children's learning and promotion of mental health.

Additional Activities Organised for Pupils – Educational Visits

Throughout the year day visits and visiting workshops are organised. Such visits play an important part in the school curriculum, extending and enriching the work started in the classroom. The school notifies parents of the cost of each visit or workshop and asks parents to make a voluntary contribution towards the cost. When calculating the voluntary contributions requested for an educational visit, the school must ensure that all costs associated with the activity are covered by contributions requested. This could include things like travel costs, entry tickets, workshops etc. It also includes transaction charges for the online payment system. If we do not receive sufficient voluntary contributions, we may cancel the visit. Once a voluntary contribution has been made, it will not be refunded in the case that the child cannot attend the visit, unless the visit has been cancelled by the school, or the venue provides a refund to the school for the cancelled place.

The following is a list of additional activities organised by the school which require voluntary contributions by parents:

- visits to museums;
- visits to the theatre;
- musical events;
- visiting workshops;
- visiting theatre groups;
- visits to environmental centres.

Residential Visits – Outside of the School Curriculum

Parents will be charged for the cost of the board and lodging, under the terms of the Act. Our school policy is to identify the best way to cover these additional costs for each child inclusively. To that end we would endeavour to fund the same costs for pupils from families entitled to pupil premium or have special financial circumstances; a family with twins for example.

When the school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

All parents may also be asked for voluntary contributions for:

- the cost of all transport incurred by the visit;
- the entrance fees, insurance costs etc.

A deposit and initial money for a weekly contribution system may be put in place by the school. All voluntary contributions are usually required to be fully collected before the visit centre, however, the Head of School may extend the time the parent can spread the cost at his/her discretion.

Exceptions

No child will be excluded if no voluntary contribution has been made by parents/carers. However, the Executive Leadership Team is authorised to cancel an activity or visit should insufficient contributions be received.

If the visit is cancelled, it will either be rescheduled or any money collected will be refunded to parents. Parents will be informed in good time as to why such a decision is taken.

Music Tuition

All children are entitled to study music as part of the school curriculum. There is no charge for this.

There is a charge for individual or group music/vocal tuition if this is not a part of the National Curriculum. Music teachers are paid directly by parents for the tuition.

HPP Nursery Costs

There is no charge for children who have a part time (15 hour) universal entitlement place in the nursery, and the funding for this is claimed directly from Achieving for Children.

Some full-time places are paid for by the government. Working parents who meet certain criteria are entitled to an additional extended 15 hours free childcare or Nursery education over a period of 38 weeks (term time only). This is added to the 15 hours of universal provision to give a total of 30 hours free provision each week. Families who are not eligible for the extended 15 hours funded childcare can 'self fund' the additional 15 hours, charged at £8 per hour. Where this is the case, a non refundable deposit of £100 will be charged to secure the nursery place. This deposit is then deducted from the first term invoice.

The HPP Nursery 30 hour provision runs from 8.30am to 2.30pm every day. We offer an optional additional hour to all children who have full time nursery places which would allow the children to stay at Nursery until 3.30pm. This costs £8 per day. Parents have the option to collect their child at 2.30pm to incur no additional charges when accessing their 30 hour funded entitlement.

All fees are calculated on the basis of the number of school days in the term, will be invoiced and must be paid half termly in advance. You will need to pay the half termly fees via Arbor, the school's online payment system. You will need to have an account set up in order to make payment; the school will create the account for you in June. We accept childcare vouchers and tax-free childcare payments. We do not accept reductions in payments in lieu of third-party payments.

See the [Nursery Admissions Policy](#) for further details.

Activities Arranged by Third Parties

The regulations allow for charging for activities which are arranged by outside parties e.g. after school clubs.

Damages, Breakages or Loss (Pupils)

The Governing Body reserves the right to make a charge for the cost of replacing damaged school equipment (i.e. a broken window) or a damaged or lost library book when this is the result of a child's poor behaviour choices. This includes school IT devices which are loaned to children off site. This is detailed in an equipment loan agreement which must be signed by a parent or guardian prior to the devices being loaned.

Damages, Breakages or Loss (Staff)

The Governing Body reserves the right to make a charge for the cost of replacing lost, damaged or stolen ICT equipment that has been taken away from the school site, when this is the result of negligence. Examples of negligence, which include leaving a school laptop in a car, whether visible or not, are detailed within the ICT loan agreement. No ICT equipment shall be removed from the school site without a loan agreement being signed. Terms and conditions around loss, theft or damage are detailed in an equipment loan agreement.

Identification Verification Visa Extension Letters

Considering the volume of requests received, Hampton Primary Partnership requests a £15 fee per letter for producing attendance at school confirmation letters for purposes such as visa applications and extensions. If the pupil is in receipt of PPG there will be no charge. For countersigning documents to confirm identity for banks or other legal purposes (not including passports) there will be a £15 per individual request. This money goes to the school fund which is used to support teaching and learning across the schools.

Passport Applications

Considering the volume of requests received, Hampton Primary Partnership requests a £30 fee for supporting a passport application. This money goes to the school fund which is used to support teaching and learning across the schools.

Private Therapy/Diagnosis Support eg Written Reports, Attendance at Meetings

Hampton Primary Partnership always endeavors to support children through assessments, therapies and the diagnosis process, and where this takes place through the NHS there is no charge to parents.

Parents/carers who choose to pursue private assessments, therapies and/or a diagnosis, Hampton Primary Partnership requests a fee for the staff time taken to support this. Hampton Primary Partnership requests a £40 fee to support a private assessment/therapy/diagnosis etc, typically in the form of a personalised report. The charge is per report. Should a staff member need to attend a meeting with a private healthcare professional, for example an Educational Psychologist, Hampton Primary Partnership requests a fee of £50 per hour to cover staff cover costs. This money goes to the school fund which is used to support teaching and learning across the schools.

Application for Disability Living Allowance

HPP supports families to apply for disability living allowance. If the family is being consistently supported by the school Parent Support Advisor and is in receipt of Targeted FSM there will be no charge but the school reserves the right to charge £30 for the completion of this form in all other circumstances.

Independent School Application Support

If parents apply for an independent school place for their child, HPP will receive a request for a confidential school report. Hampton Primary Partnership requests a £40 fee to provide this detailed report to support the application. This report will be in the HPP format. The fee covers the cost of the class teacher completing the HPP pupil reference form as well as leadership and admin time. This form will be submitted to the independent school once payment from parents has been received. Further requests made for the same pupil in the same academic year will incur an additional £5 administration fee. This money provides release time for teachers in recognition of the additional hours they have worked preparing the reports. If the pupil is in receipt of Targeted FSM they should book an appointment with the Executive Headteacher to discuss the fee.

International School Applications

If parents apply for an international school and HPP receives a request for a confidential report, the same process will be followed as an independent report. The fee will be £40 for the first child and £10 for any current siblings across the partnership.

Charges Related to School Premises

Refer to the individual schools' Lettings Policies & Scale of Charges.