



# Hampton Primary Partnership

## Charging Policy

This policy was adopted/updates:	November 2016
This policy will be reviewed:	Annually - Autumn 2021
Governor Committee Responsibility:	Resource committee
Statutory policy:	Yes
Policy origins:	Charging for School Activities.Gov 2014

Date:	Comments:	Next Review:
November 20		Autumn 2021

## **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 free school meals (FSM) or who have difficulty in making the voluntary contribution may contact the school office in confidence, as assistance may be available.

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. If we do not receive sufficient voluntary contributions, we may cancel the visit.

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**

A voluntary contribution will be requested from parents to cover the cost of 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:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, if Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

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 Head of School is authorised to cancel an activity or trip 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.

Children wishing to play the recorder will need to join the recorder club and a charge will be made by the teacher.

There is a charge for individual or group music/vocal tuition if this is not a part of the National Curriculum.

### **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**

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 self isolating or during times of school closure. This is detailed in an equipment loan agreement which must be signed by a parent or guardian prior to the devices being loaned.

### **Identification Verification, i.e. passport application**

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.

### **Independent School Application Support**

Considering the volume of requests received, Hampton Primary Partnership requests a £35 fee to support an application to an independent school, typically in the form of a personalised report. This charge is per report. This money goes to cover the cost of supply which can be used to give the teacher additional release time in recognition of the additional hours they have worked preparing the reports.

### **Charges Related to School Premises**

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