

HOLLAND PARK SCHOOL: 2010 – 2011**PRINCIPLES****We are committed to:**

- Providing free high quality education for all during school hours.
- Ensuring that all activities essential to a subject's syllabus for approved examinations are made available to without cost.
- Adhering to the statutory guidance within the Education Act 1996: Sections 449-462

We aim to:

- Ensure that all parents are aware of planned activities happening both within and outside the school day.
- Ensure that all parents are aware of the right to claim for activities (applicable to parents receiving identified benefits).
- Ensure that all parents are aware of arrangements for charging in relation to musical instrument tuition.
- Ensure that all parents request the permission of the school if their child is to be involved in an activity not part of the school but taking place during the school day.
- Ensure that all parents are aware, if any requests are made for voluntary contributions, why such a request has been made.
- Ensure that all parents are provided with the Governors' Charging Policy Statement.

PRACTICE:

1. EDUCATION PARTLY DURING SCHOOL HOURS

- 1.1. Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.)
- 1.2. As an example, a long-distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and be free of charge. By contrast, a trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

2. EDUCATION OUTSIDE SCHOOL HOURS

- 2.1. Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education. In addition, no charge can be made for activities that are an essential part of the syllabus for an approved examination (see paragraph 11 on Public Examinations).
- 2.2. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Act 1996 describes activities that can be charged for as "optional extras". It is up to the LA or governing body providing the activities to decide whether to make a charge.

3. RESIDENTIAL ACTIVITIES

- 3.1. Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the students amounts to half or more of the number of half-days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and at midnight.
- 3.2. On this basis, a term-time trip from noon on Wednesday to 9.00p.m. on Sunday would last for nine half-days, include five school sessions and would count as taking place in school time. A trip from noon on Thursday to 9.00p.m. on Sunday would count as seven half-days, include three school sessions and would be classified for charging as taking place outside school time. If 50 per cent or more of a half-day is spent on a residential trip, the whole of that half-day should be treated as spent on the trip.
- 3.3. If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel. Charges can be made however, for board and lodging in these circumstances, except for students whose parents are receiving:
 - 3.3.1. Income Support;

- 3.3.2. Income-based Jobseeker's Allowance;
- 3.3.3. support under Part 6 of the Immigration and Asylum Act 1999;
- 3.3.4. Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed £15,575); the guaranteed element of State Pension Credit.

3.4. The Head should advise all parents of the right to claim free activities if they are receiving these benefits.

4. MUSICAL INSTRUMENT TUITION

4.1. There is an exception to the rule about not charging for activities in school hours. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education (DFE) to specify circumstances where charges can be made for music tuition. The new regulations, which came into force in September 2007, provide students with greater access to vocal and instrumental tuition.

4.2. Charges may now be made for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Guidance about the charging regulations can be found on TeacherNet. Charges may only be made if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the student(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

5. PUBLIC EXAMINATIONS

5.1. No charges may be made for entering students for public examinations that are set out in the Regulations. The governing body must enter a student for each examination in a public examination syllabus for which the school has prepared the student. This does not apply if the governing body, or its representative, thinks there are educational reasons for not entering the student, or if the student's parents request in writing that the student should not be entered. The LA may not override the governing body's decision on whether to enter a particular student for an examination.

5.2. An examination entry fee may be charged to parents if:

5.2.1. the examination is on the set list, but the student was not prepared for it at the school;

5.2.2. the examination is not on the set list, but the school arranges for the student to take it;

5.2.3. a student fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

- 5.3. Charges may not be made for any cost associated with preparing a student for an examination. However, charging is allowed for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in the Regulations.

6. ACTIVITIES NOT RUN BY THE SCHOOL OR LOCAL AUTHORITY

When an organisation acting independently of a school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. However, where an activity is organised by a third party and is approved by the school, is educational or is supervised by someone authorised by the school, then it is the DFE's view that it should be treated as if it were provided by the school and no charge should be made to the parents or students. Such an activity, if it takes place outside the school premises, is an "approved educational activity" within the meaning of Regulation 4A(a) of the Education (Student Registration) Regulations 1995.

7. VOLUNTARY CONTRIBUTIONS

- 7.1. Although schools cannot charge for school-time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Governing bodies should also make it clear that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents this should be explained to them at the planning stage.
- 7.2. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity must be cancelled. The essential point is that no student may be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind. The school must first decide which class, or group of students, will benefit from the activity and then look for voluntary contributions, either for that activity, or by general fund-raising.

8. CHARGING POLICY STATEMENT

- 8.1. Appendix

CHARGING POLICY STATEMENT

SEPTEMBER 2010

The Governing Body of Holland Park School recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make toward ' education. This statement is presented alongside the school's policy.

CHARGING

The Governing Body reserve the right to make a charge in the following circumstances for activities organised in the school:

- 1. School Journeys in school hours and Residential Trips:**
The cost of transport for school trips and of board and lodging for residential trips.
- 2. Activities outside school hours:**
The full cost to each student of all approved activities deemed to be 'additional' and taking place outside school hours.
- 3. Individual Instrument Tuition:**
The full cost to the student for any tuition not part of normal LA peripatetic provision.
- 4. Charging in Kind:**
The cost of materials, equipment and ingredients. The Governing Body reserves the right to charge for materials and ingredients (or require them to be provided) where the parents have indicated in advance that they wish to own the finished product.
- 5. Voluntary Contributions:**
The Governing Body will seek from parents from time to time voluntary donations for activities, which in the view of the Governors, it would be prohibitive to finance from within school funds. Student participation in such activities will not be dependent upon making a contribution but Governors reserve the right to withdraw any activity if the total amount donated is insufficient to make the activity viable.
- 6. Remissions**
The Governors will remit any charges for where genuine cases of hardship are established to the Governors' satisfaction. Please refer to the full policy.
- 7. Damage to property**
Parents will be asked to meet the full cost (or make a contribution) to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a student's inappropriate behaviour.
- 8. Implementation**
Responsibility for the day to day implementation of the policy will be in the hands of the Head and/or delegated members of the Leadership Team.