

PRINCIPLES

We aim to:

- provide free high quality education for all during school hours;
- ensure that all activities and resources essential to a subject's syllabus for approved examinations are made available to students without cost;
- adhere to the statutory guidance within the Education Act 1996: sections 449-462 which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.
- 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 that is 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 have easy access to the Governors' Charging Policy Statement.

Date of Review	August 2021			
Reviewed by	Ross Wilson Deputy Head			
Date of Approval	<i>Pending</i>			
Approved by	Governing Body			
Date of Next Review	Summer 2022			
Location	L:drive	✓	Website	✓

PRACTICE

1. 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. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

2. Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

3. Roles and responsibilities

3.1 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.

3.2 Headteachers

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

3.3 Staff

Staff are responsible for:

- implementing the charging and remissions policy consistently;
- notifying the Academy Head of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

3.4 Parents

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

4. Where charges cannot be made

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

4.1 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 student is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

4.2 Transport

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board or local authority has arranged for students to be educated
- Transport that enables a student 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

4.3 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 student is being prepared for at the school
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

5. Where charges can be made

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

5.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities

- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school **and** the student fails, without good reason, to meet any examination requirement for a syllabus

5.2 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 student is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the local authority or governing board has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students 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 students who do not wish to participate.

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

5.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student'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 student who is looked after by a local authority

5.4 Residential visits

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

6. Voluntary contributions

As an exception to the requirements set out in section 4 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.

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.

7. Activities we charge for

Please see appendix 10.1

8. Remissions

In some circumstances the school may not charge for items or activities set out in sections 5 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

8.1 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)

9. Monitoring arrangements

Ross Wilson, Deputy Head, and Shamsur Rahman, the Chief Finance Officer, monitor charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Ross Wilson annually.

At every review, the policy will be approved by the governing body.

10. Charging Policy Statement

See 10.1 Appendix

CHARGING POLICY STATEMENT
SEPTEMBER 2021

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.

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 that is not part of normal 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 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 Ross Wilson, Deputy Head, and/or delegated members of the Leadership Team.