

Haverstock School – Charging and Remissions Policy

Policy title:	Haverstock School Charging and Remissions Policy
Date adopted:	25 November 2020
Date of next review:	November 2021 (Annually)
SLT lead:	Martin Hesketh, Director of Finance & Operations
Committee:	Strategy, Resources & Staffing Committee
Statutory requirement:	Yes

1. Context

- 1.1 This policy is in accord with the provisions of the Education Act 1996 and associated legislation, including the [Charging for school activities](#) advice from the Department for Education (DfE) dated May 2018 (the most recent update which covers families in receipt of Universal Credit).
- 1.2 Haverstock School is a London Borough of Camden maintained secondary school with big ambitions and a big heart. As such no charge is made by the school for any education activity provided by school staff during school hours, including materials, equipment and transport.
- 1.3 This policy covers students in all years at Haverstock School – from Year 7 right through to the end of students time in the Sixth Form.

2. Aims

- 2.1 This policy is included in the DfEs [Statutory policies for schools](#) list. It seeks to ensure that equality of access is maintained for all students of Haverstock School and that value for money is achieved. This issue of equality of access is a key consideration for all of our families and students.

3. Residential Trips

- 3.1 Voluntary contributions will be requested from parents for the cost of transport and fees and charges will be made for board and lodging, except for students eligible for Pupil Premium. For these Pupil Premium students, a subsidy will be made by the school up to the full cost of the trip, dependent on circumstances and agreed by the relevant Deputy Headteacher.
- 3.2 All requests for contributions will make it clear that they are voluntary, although letters to parents will make it clear that the trip will only take place if contributions are received.
- 3.3 Parents will always be informed that they should speak to the trip leader if they are having any difficulty making the contribution – as we are keen to ensure that residential trips are accessible and open to as many students as possible – to enrich their educational journey and life experience.

4. Day Trips

- 4.1 Voluntary contributions will be requested from parents to cover the total cost, except for students eligible for Pupil Premium. For these Pupil Premium students, a subsidy will be made by the school up to the full cost of the trip, dependent on circumstances and agreed by the relevant Deputy Headteacher.

- 4.2 All requests for contributions will make it clear that they are voluntary, although letters to parents will make it clear that the trip will only take place if contributions are received.
- 4.3 Parents will always be informed that they should speak to the trip leader if they are having any difficulty making the contribution - as we are keen to ensure that trips are accessible and open to as many students as possible to enrich their educational journey and life experience.

5. Music Tuition

- 5.1 We are passionate about music – as demonstrated by our Music Scholarships and partnerships with organisations such as the Roundhouse and Restore the Music.
- 5.2 Voluntary contributions will be requested from parents up to the full cost of providing music tuition, music and instrument hire, for individual or group instrumental lessons, in or out of school hours, except for students eligible for Pupil Premium. For these students, a subsidy will be made by the school up to the full cost of the tuition and hire, dependent on circumstances and agreed by the relevant Deputy Headteacher.
- 5.3 Where the tuition is provided at the request of the parent, they will be charged for up to the full cost of providing music tuition, music and instrument hire. Where the student is eligible for Pupil Premium, a subsidy will be made by the school up to the full cost of the tuition and hire, dependent on circumstances and agreed by the relevant Deputy Headteacher.
- 5.4 Charging will not be made if the teaching is an essential part of the national curriculum. No charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).
- 5.5 The charging policy above does not apply to any student entering Haverstock School on a Music Scholarship – as scholars selected for that programme are supported by free music tuition for five years.

6. Examination Fees

- 6.1 Examination fees and costs are generally met by the school during the educational journey of the student. As a result, examination fees and costs will only be charged to parents if:
 - a student fails to complete the requirements for an exam where the school has paid the entry fee;
 - the student was not prepared for the exam at the school;
 - the exam is not an outcome of a course taught at the school but the school arranges for the student to take it;
 - a parent requests that an exam paper is remarked or an exam script is recalled.

7. Work Experience

- 7.1 Haverstock is keen to ensure that students experience the world of work during their studies. Should this involve a work experience placement, the any cost of travel to work experience locations over and above the cost of normal daily travel to school will be refunded by the school at the request of parents whose children are eligible for Pupil Premium, if the location has been agreed in advance by the school.

8. Property

- 8.1 Haverstock School is a safe and happy environment in which to learn, work and thrive. To maintain this, the following policy guidelines are in place in relation to our school property.
- 8.2 School property: The cost of repair or replacement of any school equipment, facilities, books, instruments, etc. lost or damaged by a student may be charges wholly or in part to the parent at the Headteacher's discretion.
- 8.3 Student/Staff/Visitor property: Whilst the school will take a reasonable view of the security and condition of property brought on site and will do our best to ensure it is protected, the school is not liable for the damage or loss of any property, including that which is confiscated by the school.
- 8.4 The Headteacher will apply discretion on a case by case basis, but if a student, staff member or visitor is bringing an item of value on site, e.g. a musical instrument or laptop, it is their responsibility to ensure it is insured appropriately. Personal deliveries to the school site are made at the individual's own risk.

9. Deposits

- 9.1 In general, there are a few times when a financial deposit is required to be paid. Refundable deposits may be requested for:
- books issued to students, refunded at the end of the course when all books are returned;
 - other equipment as agreed and communicated.
- 9.2 If a student cancels their place on a trip without sufficient notice, they may lose their deposit.

10. Materials

- 10.1 A charge will be made for materials and ingredients to cover the cost of materials and ingredients for art and design, food, hospitality and catering.

11. Responsibilities

11.1 Responsibilities of the Senior Leadership Team

11.1.1 The appropriate Senior Leader is required to give due consideration to all requests from parents for financial support with costs.

11.2 Responsibilities of any other specific roles or groups of staff

11.2.1 Staff with responsibility for organising trips and other activities covered by the above policy are required to ensure that they make the contributions/charges clear, as well as the right for parents to ask for assistance with the cost.

11.3 Responsibilities of students

11.3.1 Students are expected to make their parents aware of activities that require payments / contributions in a timely manner, and to make any agreed payments by the deadline.

11.4 Responsibilities of parents/carers

11.4.1 Parents/carers are expected to raise any issues with meeting requested contributions/charges with the school in a timely manner, and to make any agreed payments by the deadline.

12. Related Policies/External Links

12.1 This policy complies with the [Charging for school activities](#) advice from DfE 2018.

12.2 This policy is required as per the [Statutory policies for schools](#) list from DfE.

12.4 Please refer to the <https://www.gov.uk/apply-free-school-meals> website to ascertain which benefits received by parents/carers will enable a child to get free school meals in England. These benefits include:

- 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
- Working Tax Credit run-on
- Universal Credit.

ENDS