



WEST HAMPSTEAD SCHOOL CHARGING AND REMISSIONS POLICY



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Introduction

This policy has been formulated in accordance with the Department for Children, Schools and Families' guidance on Charging for School Activities, as updated in January 2009.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

The Governing Body has decided that charges may be made in respect of the following:

- (a) board and lodging on residential visits (not to exceed the costs) unless these are designated residential visits which are part of the curriculum offer
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) any other education or transport unless charges are specifically prohibited
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils

- (e) extra-curricular activities and school clubs, including (without limitation) sports clubs, arts and creativity club and breakfast club.
- (f) Nursery fees if applicable as specified in the West Hampstead Nursery application documents.

Remissions

The head may, at their discretion, give to the children whose parents are in receipt of the support payments mentioned below remissions in respect of the other charges which are mentioned in the previous section.

The relevant support payments are:

- a) Income Support, Universal credit;
- b) Income Based Jobseeker's Allowance, Universal credit;
- c) Employment and Support allowance (Income – related)
- d) National Asylum Seekers Support (NASS)
- e) Guarantee Element of the State Pension Credit

- f) Child Tax Credit, but not Working Tax Credit (and have an annual income that does not exceed £16,190) If they receive Working tax Credit NO other qualifying benefit other than Child Tax Credit they will NOT be eligible

Voluntary Contributions

Parents may, at the head's discretion, be invited to make a voluntary contribution for activities which are used to expand and enrich children's experiences, such as trips or workshops.

Any request made to parents will make clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and

- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to defray some or all of the cost of such activities (whether in relation to the specific activity in respect of which the contribution is requested or to such activities generally).