



**The Harefield Academy**

*Achievement through Active Learning*

# Charging Policy

Updated December 2022

Approved by:	Full Governing Board
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Signed by:	
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Responsibility for review:	Headteacher/Chair of Governors

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The Governing Body recognises that as a result of the 1996 Education Act there is no statutory requirement to charge for any form of education or related activity and that charging is prohibited except in certain circumstances at the discretion of the Governing Body.

The Governing Body also recognises that the curriculum as it exists at present cannot continue without asking for voluntary contributions from parents in certain circumstances.

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1. Education Activities taking place during school hours

- 1.1 'School hours' are defined as being those hours during which The Academy is in session, but excluding the mid-day break.
- 1.2 No charges will be made for any activity or materials, books, instruments or other equipment which are essential to fulfil the statutory curriculum.
- 1.3 Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. It may also be stated that such an activity will not be able to take place unless enough contributions are received to finance that activity. The contributions requested will reflect the cost of that activity (including any consequential costs such as supply cover, transport, refreshments, parent pay) less any subsidy from funds available to The Academy.
- 1.4 Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own/student take home the finished product or the product exceeds the basic statutory requirements.
- 1.5 Parents will be expected to provide items of clothing as required such as aprons and football boots. The Academy will continue to provide essential protective equipment such as safety goggles.

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## 2. Educational Activities taking place outside school hours

2.1 Charges for activities may be made **except** where the activities are required either:

- (a) as part of the syllabus of a prescribed public examination;
- or
- (b) to fulfil statutory duties relating to the national curriculum or religious education in which case no charge may be made with the exception of board and lodging charges for a residential visit (see sections 3.1 to 3.3).

2.2 Where charges are made, the cost may not exceed the actual cost to the student and cannot subsidise any other students participating. The cost of those students remitted from charging will be met by funds available to The Academy.

2.3 The costs incurred by teachers/school including payment method providing the activity may be included in the costs to students.

2.4 A student's participation in such an activity will be a matter for parental choice and on the basis of a willingness to meet any charges applicable. Thus such an agreement is a prerequisite to a student's inclusion.

2.5 It will not be possible to ask parents of participating students to subsidise other students taking part in the visit. Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place.

## 3. Definitions by the Act

3.1 Day visits and non-residential activities are deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school hours (see Section 1.1). The Charging Policy for such an activity will therefore follow 1.1 – 1.5.

3.2 Residential activity is defined as being one which involves students spending one or more night away from home. Such an activity is deemed to take place during school hours if the number of school sessions taken up by the activity is 50% or more of the number of half days (12 hours) involved (in this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight of any day). The charging policy for such an activity will therefore follow 1.1 – 1.5 except that:-

- (a) the full actual costs per student for board and lodging may be charged to the parent;
- and
- (b) such a cost must be fully remitted if the student is in receipt of Free School Meals, and must be met by funds available to The Academy.

3.3 If less than 50% of the time spent on a residential activity occurs during school hours, it is deemed to have taken place outside school hours and The Academy may charge for the activity. The Academy will not charge if the activity is part of:-

- (a) Part of the curriculum;
- (b) A syllabus of a prescribed public examination that the pupil is participating at the school;
- (c) Religious Education,

The Academy may charge for board and lodging, but the charge will not exceed the actual cost. Parents will be assisted with board and lodging costs if they can prove that they are eligible for Pupil Premium through benefits-related Free School Meals.

#### 4. Entry for Public Examinations

4.1 No charge will be made for a student's first entry to any prescribed public examination for which the student has been prepared at The Academy, whether during or outside school hours. Resit examinations will be charged unless:

- the student is in receipt of Free School Meals or where a parent claims financial hardship and the child is eligible for Pupil Premium and The Academy advises that the exam be re-sat;
- has suffered illness or a 'life event' that caused the student to perform worse in the examination than would normally have been expected;
- it is the decision of The Academy to pay for the re-sit examination based on judgement expectations of what the student should have achieved.

4.2 Parents and students will not be required to provide or pay for any materials (excluding clothing) necessary for the purposes of examination entry.

See also paragraph 1.4. Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own/student take home the finished product or the product exceeds the basic statutory requirements.

4.3 No charge will be made for transport provided to enable a student to take such an examination.

4.4 Students will be entered for each examination in the specification for a prescribed public examination for which the student has been prepared for entry by The Academy except where;

- (a) in the opinion of the Headteacher there are education reasons for not doing so;
- or
- (b) where the student's parents request in writing that the student should not be entered.

4.5 Parents will be informed in writing as soon as it has been decided for which examinations students should be entered.

- 4.6 Where the preparation provided by The Academy would enable a student to take two or more prescribed public examinations in the same specification the requirement to enter a student applies to a single examination entry only. However, no charge will be made to the parents for a 'double' entry of a student if The Academy has prepared the student for the examination.
- 4.7 Where it is agreed to enter a student for a prescribed examination for which the student has not been prepared by The Academy, the full cost of the entry may be charged to the student or parents.
- 4.8 Where a student has, with parental agreement, been entered for a non-prescribed public examination a charge may be made for:-
- (a) entry fee;
  - (b) actual cost of any preparation provided by The Academy outside school hours;
  - (c) costs relating to The Academy's teaching staff if the staff have been specifically engaged under a contract for services for the purpose of providing the optional extra.
- 4.9 Examination entry fees may be recovered from parents if a student fails without good reason to complete the requirements for any public examination for which fees have been paid by The Academy. Requirements may include coursework or the sitting of final examinations.

5. Voluntary Contributions for the benefit of the school or any school activity

- 5.1 Any such contributions must be genuinely voluntary and it will be made clear to parents if contributions are requested that:
- (a) there is no obligation to contribute
  - (b) students will be treated the same whether or not their parents have contributed;
  - (c) there is on occasions some support for low income families and if a child is in receipt of Free School Meals or is eligible for Pupil Premium, The Academy may offer financial support to these students but will also ask in the first instance for a full voluntary contribution.

The Academy has the right to cancel the activity/trip if sufficient funds are not received.

- 5.2 If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating:
- (a) the nature of the proposed activity and its education value;
  - (b) the contribution per student which would be required if the activity were to take place;
- and
- (c) the activity would not take place if insufficient contribution were forthcoming.

6. Breakages and Fines

- 6.1 Parents may be asked to pay for the cost of any damage resulting from a student's misbehaviour.
- 6.2 Parents may be asked to pay for the replacement of any lost or damaged material in the care of the student.