



Hazelwood Schools

Charging Policy

Reviewed and Adopted: April 2017

Reviewed by: HT/Resources Committee

Next Review: April 2020

Review every three years

Hazelwood Schools Charging Policy

Hazelwood Schools aims to deliver a balanced and carefully planned curriculum, which addresses the needs of our children. Although education provided during school hours must be free, it is recognised that certain educational activities are dependant on financial contributions from parents. Without this valuable support our Schools would find it difficult to provide these additional opportunities to enhance our children's education.

This Charging Policy informs staff, parents and carers about charging for School activities. It conforms to the requirements of the guidance detailed in the Department for Education's *Governors' Handbook* - Chapter 7, January 2015.

In accordance with these guidelines Hazelwood Schools:

- Will not charge for materials, equipment and transport provided in school hours by the Local Authority (LA).
- May charge for some School-Time activities by inviting parents and others, in writing, to make **voluntary** contributions to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible. If a particular activity cannot take place without sufficient financial help from parents then this will be made clear in the information sent to them, All financial contributions will be refunded should an activity subsequently be cancelled.
- Will charge for any instrumental tuition, in accordance with the Enfield Music Service (EMS) terms and conditions, for individual pupils or small groups of pupils, which takes place in School time.
- May charge for board and lodgings on residential courses, except for pupils whose parents are receiving:
 - Income Support;
 - Income-based Jobseeker's Allowance;
 - Income related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit (providing that they are not entitled to Working Tax credits and have an annual income, assessed by HMRC, that does not exceed £16,190);
 - Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit;
 - Guarantee element of State Pension Credit;

➤ Universal Credit.

The Headteacher will inform parents of the right to claim free activities if they are receiving these benefits.

In exceptional circumstances the Headteacher will consider requests for financial support from families who are in financial difficulty.

With regard to charging for activities:

- Charges to parents will not exceed cost.
- Parents have a right to know how each trip is funded. The school will provide this information on request.
- The Schools and permitted organisations may charge parents for an activity which takes place, either during or outside school hours, when these activities are not part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

The Governing Body will review the lettings charges levied by the Schools on an annual basis.

- The Governing Body delegates the day to day responsibility of the Charging Policy to the Headteacher.
- The Governors will review this policy every three years.

Approved on; 19th April 2017