



Charging Policy

Incorporating Lettings

Signed

A handwritten signature in black ink, appearing to be "R. Karn", written over a horizontal line.

Richard Karn, Chair of Governors

Charges interim review November 2023

Next Review date November 2025

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Introduction

At Heathfield we want all our students to have an equal opportunity to benefit from College activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our College approach to charging and is informed by local authority policy and DfE guidance. In doing this our intention is to ensure transparency in setting charges and clarity over those items which the College will provide free of charge and those items where there may be a charge.

The Governing Body recognises that as a result of the Education Act 1996 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 without voluntary contributions from parents certain curriculum activities would not be able to take place.

Definitions

- The College day is defined as: 8:35am to 3:05pm and 'outside college hours' means those times treated as outside college hours following the application of the calculations contained in Section 107 of the Education Reform Act 1988

- '1988 Act' means the Education Reform Act 1988;
- 'prescribed public examination' means any examination which is specified in Regulations made by the Secretary of State for Education and Science under the 1988 Act;
- 'statutory duties relating to religious education' are those imposed by Section 10 (1) (b) of the Education Reform Act 1988.

Responsibilities

The Head Teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy biennially at the Finance and General Purposes Committee meeting.

Policy statement

During the College day all activities that are a necessary part of the National Curriculum for KS3 and KS4 will be provided free of charge. This includes the transport to take students between the College and the activity. It excludes charges made for teaching an individual pupil or groups of up to four students to play a musical instrument and for specialist materials and equipment, including optional additional printing or photocopying, in curriculum areas such as Art, Textiles, Photography, Media and Technology subjects.

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), the College will make a charge.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the student was not prepared for it at this College.
- the examination is not on the set list but the College arranges for the student to take it.
- a student fails without good reason to complete the requirements of any public examination where the governing body or the Local Authority (LA) originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the College day which entail additional costs, for example field trips. If insufficient funds are raised due to parents not being able to or deciding not to contribute then it may be necessary to curtail or cancel the activity.

From time to time the College may invite a non-college-based organisation such as visiting drama or dance group to arrange an activity during the college day. Such organisations may wish to charge parents/carers, *(who may, if they wish, ask the Head Teacher to agree to their child to not attend the activity; in this such instance alternative work will be set.)*

Calculating charges

When charges are made for any activity, whether during or outside of the College day, they will be based on the actual costs incurred (including administration), divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't. *(Support for cases of hardship, if agreed by the Head Teacher, will be supported through voluntary contributions, fundraising, Pupil Premium and 6th form Bursary.)*

Parents/carers who would qualify for support are those who are in receipt of eligible benefits. (<https://www.gov.uk/browse/benefits>)

The principles of best value will be applied when planning activities that incur costs to the College and/or charges to parents/carers.

Concessions

The College may choose to subsidise, in full or part, charges for certain activities and students, as determined by the Governing Body, advised by the Head Teacher. The circumstances in which concessions are applied will be reviewed regularly.

Education partly during the College day

If a non-residential activity happens partly inside the college day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the college day. Conversely, if the bigger proportion of time spent falls outside of the normal college day, charges will be made. *(When such activities are arranged parents/carers will be told how the charges were calculated.)*

Optional activities outside of the College day

The College may charge for optional extra activities provided outside of the College day, for example after school clubs or a theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will advise parents/carers in advance. Where specific funding has been received to support particular activities, we will subsidise the charge to the extent permitted by the funding.

In recognition of our Arts heritage and to maintain the level of Arts engagement (formally a Specialist Arts College) we continue to support all college Arts events. This rationale is sustained by charging a nominal entry or participation fee at certain Arts events. All funds raised at Arts events are used to maintain and purchase specialist equipment (lighting, sound, costumes etc.).

Optional Extras

Charges will be made for some activities known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of college time that is not:
 - a. part of the National curriculum;

- b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the College; or
- c. part of religious education.

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the College;
- Transport that is not required to take the pupil to college or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

In 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 for a member of the Support Staff to attend a trip where there is a need to meet statutory student: adult ratios, to act as a first aider, or to drive the minibus.
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include a subsidy for any other students wishing to participate

in the activity whose parents are unwilling or unable to pay the full charge.

A charge will not be added for the cost of alternative provision for those students who do not wish to participate.

Participation in any optional extra activity will be on the basis of parental/guardian/carer choice and a willingness to meet the charges.

Parental/guardian/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charity Fund Raising

The College facilitates a number of charity fund raising events throughout the year. Many of these are organised by students who raise money for specific charities nominated by their year groups. The College also has Non-Uniform days, where students and staff pay for the privilege of not wearing uniform or their normal work clothes for that day. All money given to charity for any of these events is voluntary.

Voluntary Contributions from parents

Voluntary donations from parents are actively encouraged, all donations received are used to support specific identified College activities and initiatives.

Parents and Carers can be asked for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

Loss and/or Damage to Property and Breakages

The College will seek to recover some or all of the costs incurred due to wilful (*and foolhardiness*) damage, loss or breakage of College property including loss or breakage of property belonging to a third party where the College has been charged.

Exams

The College will enter a student for examination in a public examination syllabus that the college has prepared the student for. Students will not be entered if the College thinks there are educational reasons for not entering the student, or if the student's parents/carers ask in writing that the student should not be entered. *(In these such cases the request from parents will be discussed with the governing body; the decision will be final and reflect the best interests of the student)*

An examination fee will not be charged for students who are being entered for an examination for which they have been prepared by the college the first time.

An examination fee will be charged to the student/parents when:

- A student fails without good reason to complete the requirements of any public examination or attend a public examination where the College has originally paid the entry fee.
- A request is received to enter a student for a subject for which they are not being prepared by the college. Any additional costs may also be passed on (e.g. to cover practical exams or invigilation) and the College may also include an additional charge to cover administration costs.

Re-sits

Where a student is entered for a second or subsequent attempt at an examination, the fee will be charged. The College may include an additional charge to cover administration costs.

Enquiry about Results Fees Levied by Awarding Bodies

Exam boards will make a charge for use of its results enquiry service.

If the college deems it to be in its own interest (and/or the interest of the student) to make an 'Enquiry about Result' in certain examination papers then it can do so. The college will pay the appropriate fee.

If the student or parent/carer deem it to be in the best interests of the child to make an 'Enquiry about Result' they may approach the college (as the examinations centre) to seek the service on their behalf. If the college agrees to do this, the college is acting as an agent for the student/parent/carer in obtaining an additional service from the awarding body and that the student/parent/carer is responsible for any fees involved. The College may include an additional charge to cover administration.

If the awarding body find that as a result of the enquiry the candidate's overall grade is changed then no fee will be levied and the college will refund any fee paid by the student/parent/carer for this particular enquiry less any administration charge included in the initial charge.

Lockers

The College will make a charge for the use of a locker. The lockers will be available for KS3 and KS4 students on a first come first served basis. If the key to the locker is lost then a temporary key is issued and the individual is responsible for obtaining a copy.

Non-Business recharges

Any non-business costs incurred by the College for individuals in the community and or community groups e.g. photocopying, paper etc. will be recharged using the College's invoice system and will include the appropriate rate of VAT. A 30-day payment is requested.

Maths equipment for exams

Calculators and mathematical equipment are available to purchase by students up to and including exam days. All equipment is bought by the College under our 'Value for Money' policy and will be re-charged to students at cost on a non-profit basis.

Minibus (Transport)

Charges will not be made for:

- Transporting registered KS3 and KS4 students to and from the College premises, where the Local Authority has a statutory obligation to provide transport. A minibus/coach service is provided for 6th form students where the need for transportation has been identified in their application process and where the student is living outside of the College's catchment area. A non-profit charge will be made for this transport facility in accordance with Section 19 permit (Transport Act 1985) (*These permits are granted to organisations who operate vehicles without a view to profit to transport their members or people whom the organisation exists to help. Section 19 permit vehicles cannot be used to carry members of the general public.*)
- transporting students to other premises where the governing body or local education authority has arranged for students to be educated (*if this is by public transport, parents and students may be asked to initially fund the*

transport costs which will be refunded by the college on the submission of a receipt or bus ticket. This may be on a weekly/monthly or termly basis as agreed)

- transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the College
- transport provided in connection with an education visit, although voluntary contributions may be asked for to enable the visit to go ahead.

Music Tuition

Although the law states that all education provided during College hours must be free, music lessons are an exception to this rule.

Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of the National Curriculum.

In cases of hardship the College will consider in its absolute discretion the remission of fees (either in full or in part) for those students who they consider will benefit from such tuition.

The Assisted Instrument Purchase Scheme

The supply of musical instruments is standard rated for VAT purposes. The Assisted Instrument Purchase Scheme (AIPS) enables students of local authority and academy schools to purchase musical instruments through their school net of VAT providing the sale to the student meets specific criteria.

If the school sells the instrument to the pupil at a profit this is a standard-rated supply. For further information please refer to:

<https://www.gov.uk/hmrc-internal-manuals/vat-government-and-public-bodies/vatgpb7825#:~:text=The%20Assisted%20Instrument%20Purchase%20Scheme,is%20a%20standard%20rated%20supply.>

PE Kit (specialist equipment not on the required list for all students)

Certain PE courses in KS4 and KS5 require specialist equipment and or clothing. The purchase of this equipment and clothing is voluntary. All equipment and clothing is bought by the College under our 'Value for Money' policy and will be re-charged to students at cost on a non-profit basis

Printing Credits

The College will provide, free of charge, the necessary level of black and white printing and photocopying credits for all students for all curriculum subjects. Students that have used all their allocation or require colour printing or photocopying can purchase additional printing credits from the Finance Office.

Publication scheme (Freedom of Information)

The purpose of the publication scheme is to make as much information as possible available at minimum inconvenience and cost to the public. This means that charges made must be justified and transparent.

The College will

- Publish material on the College website free of charge.
- Charge a communication fee for information provided in hard copy. This will include the cost of printing, photocopying, postage and packaging, but will not include the cost of staff time to carry out these activities. Specific information published on the website will be provided free of charge on request in writing.
- Will not charge for information sent by email.
- Where possible, we will specify what the communication fee is, at the point of enquiry and request payment in advance

Charging fees for information not published under the publication scheme

If the information the individual is looking for is not in our publication scheme, they can submit a formal request to see that information.

The College will consider the following:

- The College does not have to provide information requested under the Freedom of Information Act 2000 (FOIA) if the cost of providing the information exceeds £450. See below for how to assess this.
- Under the Environmental Information Regulations 2004 (EIR), there is no cost limit, but if a request incurs a disproportionate cost it can be refused.
- If a request does not exceed the £450 cost limit, the College will provide the information but we will only charge a communication fee for doing so.
- The communication fee will include the cost of printing, photocopying, postage and packaging. However, it will not include the cost of staff time to carry out these activities or time used to calculate the £450 cost limit.
- The College will not charge a communication fee for requests where the response is facilitated by e-mail
- If the £450 limit is exceeded and the College decide to provide the information anyway, the College can charge for the time it takes staff to find and prepare the information, as well as the communication fee.
- If the College is going to charge a fee, the College will notify the person making the request as soon as possible.

Assessing whether or not the cost limit is exceeded

To assess whether the £450 cost limit is exceeded, the College will consider how much staff time it would take to complete the following four activities:

- determining whether the College holds the information
- locating the information or documents containing it
- retrieving the information or documents containing it
- extracting the information from documents that contain it.

When assessing the cost limit, the College will not take into account the time taken to consider whether any exemptions apply or to remove the exempt information.

Local authorities are responsible for looked after children and make payments to schools and academies where an eligible looked after child is on roll.

For more detailed information please refer to the publications by the Information Commission's Office

<https://ico.org.uk>

Details of the arrangements for funding Pupil Premium, including allocations at school level, parliamentary constituency level and local authority level can be found on the Department of Education website.

Residential Activities

Charges will be made for board and lodging, *(except for students whose parents/carers are in receipt of eligible benefits (<https://www.gov.uk/browse/benefits>) **and** are eligible for Pupil Premium or 6th Form Bursary. Other requests of hardship will be considered by the Head Teacher who will agree one or both of the following: an acceptable payment plan, a reduced contribution.)*

Other charges will be made to cover costs when the number of College sessions missed by the students totals half or more of the number of half-days taken up by the activity. *(In such cases parents/carers will be told how the charges were calculated.)*

Meals

No charge will be made for students entitled to free school meals. The College will charge all students not entitled to free college meals an amount which has been determined by the College under the College's Scheme of Delegation.

Technology and Art Contributions

The College will make a charge to cover the cost of materials including photocopying/ingredients for subjects such as design technology, food and nutrition, art, textiles and photography where students take home the finished product.

Sixth Form Enrolment

The College will request a small contribution to cover the cost of learning resources whilst at Sixth Form.

Eligible benefits

For more information on eligible benefits visit:

<https://www.gov.uk/browse/benefits>

Further Guidance and Reference to Legislation

<https://www.gov.uk/government/publications/charging-for-school-activities>

Governors Guide to the Law, Chapter 23 - Charging for College activities

Appendix 1 Pupil Premium

Purpose

Publicly-funded schools in England get extra funding from the government to help them improve the attainment of their disadvantaged pupils.

Evidence shows that children from disadvantaged backgrounds:

- Generally face extra challenges in reaching their potential at school
- Often do not perform as well as their peers

The pupil premium grant is designed to allow schools to help disadvantaged pupils by improving their progress and the exam results they achieve.

Schools get pupil premium funding based on the number of pupils they have from the following groups:

Free school meals

Schools receive funding for every primary age pupil, and for every secondary age pupil, who claims free school meals, or who has claimed free school meals in the last 6 years.

Looked-after and previously looked-after children

Schools receive funding for every pupil who has left local authority care through adoption, a special guardianship order or child arrangements order.

Local authorities get the same amount for each child they are looking after; they must work with the school to decide how the money is used to support the child's personal education plan.

Use of the pupil premium

It's up to school leaders to decide how to spend the pupil premium. This is because school leaders are best-placed to assess their pupils' needs and use funding to improve attainment.

Accountability

Schools must show how they're using their pupil premium effectively:

- By publishing an [online statement](#) based on how they plan to effectively tackle educational disadvantage. This is recommended to be in the form of a tiered approach and focus on three key areas: Teaching, academic support and wider approaches. This statement should also review and evaluate the effectiveness of previous spending.
- Through [inspections by Ofsted](#)
- Through published performance tables

(Source: Department of Education website)

Appendix 2 6th Form Bursary Funding

Since September 2011, the College has administered the 16-19 Bursary Fund. The amount of funding available for each College to distribute through the bursary funding has been determined by the government. The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

The College is committed to distributing the bursary fund to those students with the greatest need and targeted towards young people facing financial barriers to participation, such as the costs of transport, books and equipment.

To be eligible to receive reimbursement from the bursary fund the young person must be over 16 on 1st September and be under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is the sooner. In addition, the young person must also be in care, leaving care, be in receipt of Income Support in their own name or in receipt of Employment Support Allowance and Disability Living Allowance or have a household income below the minimum requirement, in accordance with the guidelines.

In exceptional circumstances reimbursement from the bursary fund may be awarded to younger students where they are following an accelerated programme.

Young people must satisfy the residency criteria in the current ESFA Funding Guidance: Funding Regulations. They must be participating in provision that is subject to inspection by a public body that assures quality (Ofsted) and is funded by the EFA or the European Social Fund or otherwise publicly funded and lead to a qualification that is accredited by Ofqual or is pursuant to Section 98 of the Learning & Skills Act 2000.

Applications for 6th form bursary funding should be made by the student to the 6th Form Administration Office.

For more information regarding the current 16 to 19 Bursary Fund visit

<https://www.gov.uk/guidance/16-to-19-education-funding-guidance>

Appendix 3 Communication to parents

There are template letters with wording that must be used for all letters regarding activities. Admin staff will make sure this wording is used.

The College uses a secure external web-based provision to collect charges from parents for all items listed in this policy. It enables the College to accept payments online, using a debit or credit card. It is an easy-to-use secure system which gives the freedom for parents to make payments whenever and wherever they want, 24 hours a day 7 days a week together with the certainty that money paid will reach College quickly and safely. Payment by cheque is no longer accepted.

Addendum

The College has made a strong commitment to reduce photocopying, printing, our use of paper and to help the environment. To achieve this, all correspondence to parents such as the notification of college events, Options Evenings, Year 8 Camp, Parents' Evenings, Department events, Newsletters, Non-uniform Days, Music Practices and much more will be sent to parents electronically. The money saved is being used to purchase additional resources for students in the classroom.

Appendix 4 Voluntary Contributions Flow Chart

