

## Wolverdene Special School

### Charging and Remissions Policy – 2014

|   |                                 |
|---|---------------------------------|
| Produced By:  | P Graham, Governor              |
| Approved for School:<br>Headteacher:<br>Date: 18 <sup>th</sup> November, 2014               | Original signed by P van Walwyk |
| Approved by Governing Body:<br>Chair/Deputy Chair:<br>Date: 18 <sup>th</sup> November, 2014 | Original signed by P P Graham   |

#### **Status**

Statutory

#### **Purpose**

The purpose of this policy is to ensure that, during the School day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims and values of the School.

The School day is defined as 08:55 to 14:55 Monday to Friday during each School term as published on the School web site or otherwise communicated to parents, excluding INSET days when pupils are not required to attend School. The School day may be extended outside these hours and the School week extended to include Saturdays and/or Sundays on occasions when pupils attend external events.

The Lodge day is defined as 14:55 to 08:55 the following day Monday to Thursday during each School term, excluding INSET days when pupils are not required to attend School.

#### **Who/what was consulted?**

The policy has been informed by 'A Guide to the Law for School Governors' and DfE and local authority guidance on charging for School activities.

#### **Relationship to other School policies**

This policy should be read in conjunction with our Behaviour, Complaints, Data Protection, Equality, Health & Safety, Special Educational Needs and Whistle Blowing policies.

#### **Equality impact**

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all of our pupils to access provision regardless of their family's or carers' financial circumstances.

#### **Roles and responsibilities of the Headteacher and Governors**

The Headteacher will ensure that the following applies and that the information is available for parents:

### *During the School day*

All activities that are deemed to be a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the School and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument and unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), for which a charge may be made.

Voluntary contributions may be sought for other activities during the School day which are not part of the National Curriculum or religious education and entail additional costs, for example visits to the local swimming baths. In such circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution.

### *During the Lodge day*

We will not charge parents or carers for board and lodgings for pupils resident in the Lodge.

Voluntary contributions may be sought for activities during the Lodge day which are not part of the National Curriculum or religious education and entail additional costs, for example visits in the evening to a local cinema. In such circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution.

### *Residential visits*

We may make a charge for board and lodging, travel and associated activity expenses on residential visits.

### *School mini-buses*

Only the School's pupils, their parents/carers and staff may travel at a charge in the School minibuses under the terms of the permit issued to the School by the Local Authority under Section 19 of the Transport Act 1985.

Charges may be made for such people to travel in the School minibus and will cover only the actual costs incurred, including depreciation (the service will not make a profit for the School).

### *Calculating charges*

When charges are made for any activity, whether during or outside the School day or the Lodge day the per-person charge will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or will not pay. As much notice as possible will be given to parents or carers of the activity and the charge, if any.

Parents or carers who would automatically qualify for a remission of charges are those

who are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

Best value will be sought in planning activities that incur costs to the School and or charges to parents and carers.

#### *Headteacher's discretion*

The Headteacher may exercise his/her discretion as to whether the costs of an activity should be charged to the parents or carers of any of the participating pupils, subject always to their being sufficient funds available in the School budget for such an activity, or otherwise on the approval of the Chair of Governors.

The Governors, acting through the Finance Committee, will monitor the impact of this policy by reviewing a termly financial report produced by the School on those activities that were not charged for, those that resulted in charges being levied, the subsidies awarded (without giving names), the costs and income received, the source of the funds used to pay for any shortfall in income over costs and evidence of the impact on pupils' learning.

#### **Review**

This policy will be reviewed every three years.

#### **Record of Reviews**

| <b>Due Date</b> | <b>Actual Date</b> | <b>Headteacher Signature</b> | <b>Chair/Deputy Chair Signature</b> |
|-----------------|--------------------|------------------------------|-------------------------------------|
| 18/09/17        |                    |                              |                                     |
|                 |                    |                              |                                     |
|                 |                    |                              |                                     |
|                 |                    |                              |                                     |
|                 |                    |                              |                                     |