



Esland North Limited

ED0016D - Charges Voluntary Contributions Remissions and Refunds



Introduction

At Esland Daven School we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our students, whatever their needs and ability.

We aim to raise achievement, remove barriers to learning and increase physical and curricular access for all. Our charging and remissions policy is designed to support us in achieving this aim.

Aims and Objectives

Education placements at Esland Daven School are funded by local authority commissioning teams. This policy sets out what activities and events can and cannot be charged for in addition to the agreed placement fee.

We aim to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for, and when charges will and will not be made in addition to the agreed placement.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities.

Legislation and Guidance

This policy is based on advice from the Department for Education on charging for school activities, and the Education Act 1996, sections 449 to 462, which set out the law on charging for school activities in England.

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

Roles and Responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring

the implementation of this policy.

Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Implementing the charging and remissions policy consistently.

Notifying the headteacher of any specific circumstances they are unsure about, or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents/Carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Where additional charges to parents/carers charges cannot be made

Education placement fees are agreed with local authorities following referral. The education placement fee ensures that the young person's needs can be met through the school's curriculum offer. The school will not impose additional charges on parents or carers for any of the following.

Education

- Admission applications.
- 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 the Daven School curriculum, a syllabus for a prescribed public examination the student is being prepared for at the school, or religious education.
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent or carer.
- Entry for a prescribed public examination if the student has been prepared for it at the school.
- Examination re-sits if the student is being prepared for the re-sits at the school.

Transport

- Esland Daven school takes no responsibility for providing or funding transportation for registered students to or from the school premises. Where the local authority has a statutory obligation to provide transport, this must be arranged by the funding Local Authority throughout the duration of a student's placement. Where the funding Local Authority does not have a statutory obligation, responsibility lies with the young person's parent, guardian, foster carer or registered care placement.
- Transporting registered students to other premises where the governing board or local authority has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit. At times it may be agreed that the child or young person meets the teacher or education staff at the visit.

Residential visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination the student is being prepared for at the school, or religious education.

Where charges can be made

Education

- Any materials, books, instruments or equipment, where the child's parent or carer wishes them to own it.
- Optional extras.
- Music and vocal tuition, in limited circumstances.
- Community facilities.
- Examination re-sits, if the student is being prepared for the re-sit at the school and fails, without good reason, to meet any examination requirement for a syllabus.

Optional extras

We are able to charge for activities known as optional extras. These may include:

- Education provided outside of school time that is not part of the Daven School curriculum, the National Curriculum, a syllabus for a prescribed public examination the student is being prepared for at the school, or religious education.
- Examination entry fees if the registered student has not been prepared for the examination at the school.
- Board and lodging for a student on a residential visit.
- Extended day services offered to students, such as breakfast clubs, after-school clubs, and tea and supervised homework sessions.

Parental or carer agreement is necessary for the provision of an optional extra that is to be charged for.

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided the tuition is provided at the request of the student's parent or carer. Charges may not exceed the cost of provision, including the cost of the staff giving the tuition. Charges cannot be made if the teaching is an essential part of the Daven School curriculum, or for a student who is looked after by a local authority.

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary Contributions

The school is able to ask for voluntary contributions from parents and carers to fund activities which would not otherwise be possible, such as sporting activities or enrichment visits that extend beyond the scope of the curriculum. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, it will be cancelled.

Remissions

In some circumstances, the school may not charge for items or activities set out in this policy. This is at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit, provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.

- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit, if you apply on or after 1 April 2018, your household income must be less than £7,400 a year after tax and not including any benefits you get.

Monitoring Arrangements

The headteacher monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by the headteacher annually. At every review, the policy will be approved by the governing body.