



CHARGING & REMISSIONS POLICY

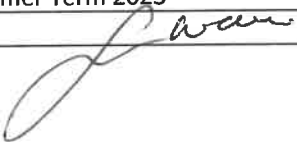

From September 2022 – August 2023

Mission Statement: 'working together to achieve the best outcome'

This document sets out the Charging Policy and provides information to parents on the circumstances where the school would charge for activities, whether these are within or out of school hours.

The school governors, in reaching this policy, accept that the funds available to the school allow little or no scope for the funding of school trips and excursions.

However, to enable our learners to benefit from the rich stimuli to be found in different environments outside the school, both in the local community and further afield, the governors would want to support the organisation of educational visits during school hours, or evening visits and residential trips.

Reviewed By:	Simon Wall - Headteacher
Date :	May 2022
Review Date :	Summer Term 2023
Approved :	  Siobhan Croft

CLASS FUNDS

Every half term we ask parents and carers for a £15 contribution for Class Funds. This is to be paid in the first week of each half term. Class funds are a valued resource allowing our children the opportunity to try new foods, drinks, and to be involved in new experiences such as cooking and tasting their masterpieces or going to a local shop or café and ordering and trying new foods/drinks. This means they are not just experiencing new tastes and textures but learning life skills too. This also means that we can incorporate regular visits to the community as part of your child's learning without the need to ask for extra contributions, unless there is an admission charge involved.

To allow classes to budget and plan activities more accurately, if you do not make the payment in the first week of half term, your child will be opted out of the Class Fund scheme for that half term. You will need to supply a daily snack for them, and they will not take part in activities related to snack (such as cooking their own snacks, visiting a shop/cafe to choose a snack/drink). They will be offered alternative activities instead. You will have the option to opt back into the scheme the next half term but not unfortunately you cannot opt in midway through the half term.

We will send regular timely reminders before each payment is due, to allow you time to budget for the payment. As a cashless school, payments will need be made using Sims Pay or using a barcode provided by the school.

VOLUNTARY CONTRIBUTIONS

Educational Visits

These are organised by teachers or staff groups, who will normally negotiate reduced or free entry into places of interest, museums etc.

Where costs are involved, parents will be asked to contribute so that each activity is self-funding. School staff and transport costs will be met by the school. Coaches may sometimes need to be hired for these trips where a group is too large for minibuses. On these occasions parents will be asked to make voluntary contributions.

If insufficient funds are available the trip may either be underwritten by the school, or cancelled, at the discretion of the Headteacher.

Voluntary Contributions for Non-Curriculum Activities

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. This includes horse riding for example.

The level of contribution is decided by the Head Teacher and is designed to cover the cost of the activity, without affecting the schools budget allocation. Staff costs will always be met by school as will vehicle costs.

There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity.

If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children differently from any others. Parents have a right to know how each trip is funded and the school will provide this information on request.

Residential Trips

These trips are more expensive but form an important addition to the curriculum. Parents will be asked to contribute to costs of board, lodgings, and specialist staff. The school staff costs, and transport would be funded by the school.

Teachers and Teaching Assistants organise fund-raising events to help with these costs and financial help for individual students can be sought if needed.

School Damages or Breakages

At the discretion of the Headteacher a pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc, may render the parent liable for the cost of repair or replacement.

In cases of accidental damage to personal property within the school it is the Headteacher's discretion whether to cover the full payment of damages or he can refer to the Chair of Governors if the claim is considered to be excessive.

In any matter of dispute arising over interpretation, the Governors will be guided by the DfES and the County Council regulations currently in use.

If damage has been caused to a learner's device or piece of equipment by a member of staff then the school will pay for its repair or replacement.

Home and School Communication Book

These are issued free of charge to each pupil at the start of every academic year or upon joining the school if a mid-year starter. There is a £10.00 fee for replacement diaries, if the book becomes lost or damaged and rendered unusable.

Uniform

For those students who are required to wear school uniform parents order the school uniform via myclothing.com on-line <https://myclothing.com/lexden-springs-school/9411.school>

The school does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

Examination Fees

Where students are entered for assessment leading to national accreditation, e.g. Entry Level, ASDAN, OCR, course and examination fees are paid in full by the school.

The school will ask for parental contributions for residential or other extended visits.

School Lunch

School dinners are charged at £2.30 per meal, unless a pupil qualifies for free school meals.

Reproduction of documents in relation to the freedom of information act.

The school reserves the right to charge a nominal fee (normally the cost of reproducing documents) in relation to any documentation covered by the freedom of information act.

No pupil alone will be prevented from accessing a trip on a financial basis; however a visit might have to be cancelled, if insufficient donations are made.

