



Special Educational Needs and Disabilities Academies Trust (SENDAT)

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This review:	October 2016
Next review:	October 2017

Charging and Remissions Policy

[This policy should be read alongside the Statement of Intent](#)

1. Introduction

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

SENDAT recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social development and support their learning.

The organisation aims to promote and provide such activities both as part of broad and balanced curriculum for the pupils of the school and as additional optional activities.

2. Charges

The Directors reserve the right to make a charge in certain circumstances for activities organised by the school.

The Directors may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this Policy statement precludes the Directors from inviting parents and carers to make a voluntary contribution towards the cost of providing education for pupils.

Where the parents and carers or carers of a student are in receipt of income support or family credit, the Directors will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil, if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the requirements of the curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Directors will invite parents and carers to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the leadership team in consultation with the Chairman of Directors.

No child shall ever be excluded from any activity which requires a contribution from parents and carers and carers should such monies not be forwarded to the school.

3. Educational visits, residential visits and extra-curricular activities

The Directors will support off-site activities which the leadership of SENDAT considers to be good educational value and complementary to the curriculum and development of students.

Where costs are involved, parents and carers will be asked to contribute so that each activity is self-funding. Contributions are appropriate and necessary to fund the activity, but are voluntary as the school cannot make contributions mandatory. The level of contribution is decided by the leadership team and is designed to cover the cost of the activity without affecting the school budget allocation.

When the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the Curriculum, no charge is made for education element. A charge will, however, be made to cover costs of board and lodging.

Activities which take place out of normal school hours, costs of hiring trained staff for specialist activities will be charged in addition to board and lodgings.

In the event that funds received are insufficient, the visit may either be underwritten by the school or cancelled at the discretion of the leadership team.

Parents and carers have the right to know how each trip is funded and the school will provide this information on request.

4. 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 and carers to contribute to the cost of the activity.

Where costs are involved, parents and carers will be asked to contribute so that each activity is self-funding. Contributions are appropriate and necessary to fund the activity, but are voluntary as the school cannot make contributions mandatory. The level of contribution is decided by the leadership team and is designed to cover the cost of the activity without affecting the school budget allocation.

In the event that funds received are insufficient, the visit may either be underwritten by the school or cancelled at the discretion of the leadership team.

Parents and carers have the right to know how each trip is funded and the school will provide this information on request.

5. After school activities

Where the school offers additional after school activities, some of these activities have a charge, i.e. Key Stage socials or Cinema Club, where parents and carers are expected to pay the charges made.

The full cost for activities attended by residential students will be deemed as additional or optional extras when taking place outside school hours.

6. Materials, etc.

The Directors may charge for materials or require them to be provided if the parents and carers have indicated in advance that they wish to own the finished product.

7. Examination fees

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Directors may recover the fee from the parent.

8. Damages or breakages

A student responsible for non-accidental damage to school property, such as book, equipment, window, etc. will render the parent liable for the cost of repair or replacement. In cases of accidental damage to personal property within school an application is to be made to the leadership team to cover full payment at their discretion or refer to the Chair of Directors if the claim is considered to be excessive.

Author:	Lawrence Chapman
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Governance:	This document was accepted at whole board meeting. This document needs to be referred to governance following major changes.

Reference to the following documents is acknowledged:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf

www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf