

Clifton Hill School

Document	Charging and Remissions Policy
Content	Arrangements for Clifton Hill School making charges/requesting contributions from parents/carers
Status	Statutory
Governors' Committee Responsible	Resources Committee / Full Governing Body
Review period	Every 2 years
Author	Annie Hills, School Business Manager
Policy approved	Summer 2020
Next review Date	Summer 2021

Version Number	Date	Comment
3	June 2020	Cancellation terms
2	July 2019	Increase Food Tech & Community
1	March 2018	

Setting

Clifton Hill is a Surrey County Council funded community school for students aged 11-19 years who have severe or profound multiple learning difficulties, autistic spectrum disorder, challenging behavior and complex health needs. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, hirers and their representatives to share this commitment.

Rationale

The purpose of this policy is to detail the circumstances under which Clifton Hill School will levy fees or charges, or ask for voluntary contributions, for certain activities, in accordance with sections 449-462 of the Education Act 1996, which sets out the law on charging for school activities in schools maintained by local authorities in England.

1. Activities for which the school will request voluntary contributions:
 - a) Voluntary contributions may be sought for activities during the school day which entail additional costs. These activities include: Swimming off site
 - b) Special Outings and Community visits - Daily or residential – where appropriate. Activities considered relevant for particular students whether individually or corporate
 - c) Horse Riding
 - d) Food Technology
 - e) Trampolining
 - f) Offsite Leisure/sporting activities such as tennis, bowling, ice skating
 - g) 14-19 outings as part of their accredited courses
 - h) Contribution towards travel

- i) Contribution towards cost of supported work experience (including Surrey Choices)
- j) Contribution towards College charges (including beauty/art courses)
- k) Upcycling/mini enterprise

In addition, contributions may be requested for the provision of healthy mid-morning snacks in class or outside school; parents may send in suitable foods as an alternative to the monetary contribution.

2. Voluntary nature of contributions

Pupils will not be prevented from participating because their parents/guardians/carers cannot or will not make a contribution. However, if the viability of the trip/activity is dependent on voluntary contributions, parents/guardians/carers will be informed of this from the outset. Parents/guardians/carers with responsibility for the student are invited to cover the cost of the activity on a voluntary basis. The school emphasises that contributions are placed into a separate fund and used solely for the purpose outlined. There will be no discrimination against pupils/students whose parents/guardians/carers do not contribute or contribute a lesser amount.

The school reserves the right to cancel any activity that is not sufficiently supported, or to add new activities as they become available.

3. Cancellation - Pandemic

Activities, day trips or residential visits may be cancelled due to Government instructions related to pandemic or other causes, or due to a localised pandemic/infectious disease outbreak. Events booked after 23 March 2020 are unlikely to be covered for such cancellation by the school's insurance. In these circumstances, the school will endeavour to obtain refunds for monies already paid to activity/travel/accommodation providers, but the third parties may refuse to repay. For residential trips, parents/carers will be fully informed of the cancellation policy of the trip provider at the time of booking, in order that they can make an informed decision about the financial risk they will accept if they book a place for their child. The school will return all unspent and refunded monies pro-rata to parents/guardians/carers, but will not be responsible for any shortfall.

4. Key types of charges

[A] Day trips

- Voluntary contributions for day trips will represent the actual cost of providing the trip. This charge will not exceed the budgeted actual cost of the provision.
- Where the trip occurs during the school day, parents/guardians/carers will be asked for a voluntary contribution to cover the cost of their child's participation.
- Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
- Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- Where parents/guardians/carers are unable to make the voluntary contribution because of financial hardship, consideration may be given to reducing the voluntary contribution expected. Any shortfall may be met from the School Fund, Pupil Premium (for eligible students) or discretionary 16-19 bursary funding, as applicable.

- Where sponsorship or donations have been received towards the cost of a trip, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- Students will be treated equally regardless of the amount of voluntary contribution made by their parents/guardians/carers.

[B] Experiences offered in School

- A range of enhanced learning experiences are offered within school and the local community.
- The cost of providing these experiences is to be met by a voluntary contribution sought from parents/guardians/carers of students participating. The school may subsidise at its discretion from Pupil Premium, discretionary 16-19 bursary funding or school fund.
- This charge will not exceed the budgeted actual cost of the provision.
- Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
- No student is to be prevented from participating because a voluntary contribution has not been received but parents/guardians/carers will be encouraged to contribute.
- Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
- Students will be treated equally regardless of the amount of voluntary contribution made by their parents/guardians/carers.

[C] Residential Trips

- Charges levied for residential trips will represent the actual cost of providing the trip. This charge will not exceed the actual budgeted cost of the provision.
- An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a student subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required. The school will endeavour to obtain a refund from the trip provider but this may not be possible.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual students who would be unable to participate because of financial hardship.
- Students will be treated equally regardless of the payment made by their parents/guardians/carers.
- Students who qualify for Free School Meals, irrespective of whether they take those meals, may not be charged for board and lodging, however, voluntary contributions may be requested for activities, transport etc during the trip.

[D] After school clubs

- The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The charge will not exceed the cost of the optional extras (including materials, food, staff, insurance and other running costs) divided by the number of students participating.
- Where sponsorship, local authority funding or donations have been received towards the cost of the clubs, it is for the school to decide how to use them. Contributions may be offset against the cost of the clubs as a whole or used to reduce or remit the charge for individual students who would otherwise be unable to participate because of financial hardship.

Appendix 1 presents a list of current charges that will form part of this policy; these charges may be amended by the Full Governing Body from time to time.

Each parent/guardian/carer will receive half-termly a list of the activities and prices/requested contributions applicable to their child for the relevant period. Amounts should be paid half-termly, via online banking, cash or cheque.

5. Remission of charges

Entitlement to remission of charges has been aligned with the Free School Meals criteria. Therefore, students/pupils of parents/carers in receipt of the following benefits may be entitled to whole or part of remission of charges noted in this policy. Voluntary contributions may still be requested where appropriate.

- Income Support (IS)
- Income-based Jobseeker's Allowance (IBJSA)
- Income-related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue & Customs) does not exceed £16,190 (Financial Year 2014/2015).
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, also qualify for free school meals and may be entitled to remission if they do not also qualify for 16-19 Vulnerable Bursary.

The school may, at its absolute discretion, remit charges for students whose parents/carers not in receipt of these benefits/Free School Meals where it is in the interests of the student to do so.

APPENDIX 1 TO CHARGING REMISSIONS POLICY

PRICE LIST AS FROM AUTUMN TERM 2020

	<u>Cost</u>		
Per Session:-			
Swimming offsite	Actual cost of entry only		
* Food Technology	£1 to £3.00 per week		
Morning snacks/drinks	up to £1.50 per week (or suitable snack to be sent in)		
Horseriding	£12.00 per week		
# Community outings	up to £2 per week		
Special Outings	Costed individually		
Trampolining	£5.00 per week		
Horticulture	£1.00 per week		
Upcycling	£5.00 per half term		
Lunch at College cafeteria	£4.00 per week recommended		
College fees contribution	£20 per half term		
Dayspace	£20 per half term		
Supported work experience	£20 per half term		
* Food Technology per week	Upper School	£3	
	Sensory School	£1	
	Lower School	£1	
# Community outings per outing (outings not every week)	Upper School	£2	
	Sensory School	£2	
	Lower School	£2	

APPENDIX 2 TO CHARGING REMISSIONS POLICY

SAMPLE LETTER FOR REQUESTING VOLUNTARY CONTRIBUTIONS

DATE

Dear Parent/Guardian/Carer,

As you are aware under the Education Reform Act we are requesting voluntary contributions to enable us to undertake outings and visits etc. Please note that if sufficient contributions are not received the school may not be able to provide the activities.

A proforma is attached for your child detailing costs for the next half-term. Please return the slip, signed, with the first/complete voluntary contribution made.

Payment may be made by cheque (payable to the school please), via our on-line payment system, or in cash .

Thank you for your co-operation.

Yours sincerely,

Annie Hills
School Business Manager

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I agree to make the following voluntary contributions. I will pay these by:
cash(), cheque(), or on-line(): (please tick)

Signed:.....

Child's Name:.....

- Swimming _____
- Food Technology _____
- Community Outings _____
- Horse riding _____
- Trampolining _____
- Horticulture _____
- College fees _____
- Dayspace _____
- College subsistence _____
- Work Experience _____
- Upcycling _____

TOTAL: _____