



CHARGING AND REMISSIONS POLICY

Policy Owner	Bridge Short Stay School
Last Reviewed	September 2022
Approved by Management Committee	02/11/2022
Next Review Date	September 2023

BRIDGE SHORT STAY SCHOOL

CHARGING AND REMISSIONS POLICY – 2022/2023

Aim

The aim of this policy is to set out what charges will be levied for Bridge Short Stay School activities, external lettings and extended provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Management Committee at Bridge Short Stay School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents/carers will be considered jointly by the head teacher (and/or Management Committee).

Definitions

Community Facilities – activities which the Management Committee do not feel is of direct educational benefit to students at Bridge Short Stay School

Extended Provision – provision of childcare outside the standard school day where it is optional as to whether the student attends

External Lettings – letting to an organisation other than Bridge Short Stay School

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Management Committee at Bridge Short Stay School recognises that the legislation prohibits charges for the following:

- Education provided during Bridge Short Stay School's hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside Bridge Short Stay School's hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at Bridge Short Stay School, or part of religious education;

- Tuition for students learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the student
- Entry for a prescribed public examination, if the student has been prepared for it at Bridge Short Stay School;
- Education provided on any trip that takes place during Bridge Short Stay School's hours;
- Education provided on any trip that takes place outside Bridge Short Stay School's hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at Bridge Short Stay School, or part of Bridge Short Stay School's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from Bridge Short Stay School accompanying students on a residential trip;
- Transporting registered students to or from the premises, where the local education authority has a statutory obligation to provide transport;
- Transport registered students to other premises where the Management Committee or local education authority has arranged for students to be educated;
- Transport that enables a student to meet an examination requirement when he has been prepared for that examination at Bridge Short Stay School;
- Transport provided in connection with an educational trip

Charges

- a. total of the board and lodging on residential visits (not to exceed the costs)
- b. total costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance fees
- c. re-sits for public examinations – where specifically requested by student
- d. costs of non-prescribed examinations where no further preparation has been provided by the school
- e. any other education, transport or examination fee unless charges are specifically prohibited
- f. breakages and replacements as a result of damages caused wilfully or negligently by students
- g. extra-curricular activities and clubs
- h. letting of the school premises or grounds
- i. extended school care activities such as, after school club, holiday clubs
- j. schools will be charged £2.35/day for dual registered students who are eligible for a Free School Meal

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents/carers fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school's standards grant allocation;
- any charge for a student activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear and tear (sinking fund)

Note – Bridge currently does not let its buildings

Remissions

Students whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, will also be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- a. Income Support
- b. Income Based Jobseeker's Allowance
- c. Support under Part VI of the Immigration and Asylum Act 1999
- d. Child Tax Credit, where the parents/carers are not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed the current national limit
- e. The guarantee element of State Pension Credit

Voluntary Contribution

Parents/carers will be invited to make a voluntary contribution for the following:

- a. educational visits
- b. transport
- c. materials
- d. insurance
- e. trips and outings
- f. coffee mornings or other charity events

The terms of any request made to parents/carers will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents/carers.

- a. that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay; and
- b. that registered students at Bridge Short Stay School will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request

If insufficient voluntary contributions are raised to fund a visit and school cannot fund it from another source, then the trip will be cancelled.

The costs of any optional extra undertaken by any student whose parents/carers are unable to pay may not be included in the charge to other students but must be funded through the delegated budget, school fund or other fundraising

The responsibility for determining the level of voluntary contribution is delegated to the head teacher

This policy is reviewed annually

Reviewed September 2015

Reviewed September 2016

Reviewed September 2017

Reviewed September 2018

Reviewed September 2019

Reviewed September 2020

Reviewed September 2021

Reviewed September 2022