



Valley College

CHARGING AND REMISSIONS POLICY

INTRODUCTION

All learners are entitled to a broad and balanced education. At Valley College we believe that study support enhances the curriculum and therefore offer a range of in and out of college study support opportunities and educational visits. Where Study Support is curriculum based it is budget led and all learners will have the opportunity to attend, providing that where applicable, advocate consent has been ascertained.

Voluntary contributions may be requested to cover refreshments or additional activities not wholly curriculum related.

RESIDENTIALS

Valley College learners are encouraged to attend an annual residential. Residentials allow learners to develop and generalise their independent living skills. The costs for the residentials are determined by the needs of the group. Valley College attempts to ensure that no weekly residential will exceed £250.00. The cost of the residential will include transport, all meals and all activities. Learners in receipt of the discretionary bursary funding, the full cost of the residential will be met. Learners do not need to take additional spending money but should they choose to do so then learners and advocates should discuss this with the organising staff prior to departure.

Learners/Advocates can pay for the cost of the residential by using a payment plan. Learners/Advocates who are unable to pay for the cost of the residential are encouraged to discuss this further with the Head of College

LEARNER FUND

A weekly voluntary contribution to the Learner Fund of £5.00 is asked for:

- This is used to pay for weekly leisure activities, refreshments in and out of college (access to tea, coffee and juice in department and refreshments when doing community life skills), 21st Birthday present and drinks at social events for all learners
- The fund is accessed by all learners within college

TRANSPORT

Valley College learners access public and Valley College transport on a regular basis. They also have access to Tor View School vehicles by prior arrangement with the school.

Public transport:

All learners are entitled to a NOW card which allows them to travel on public transport (buses) for free after 9.30am. There currently is no provision for staff supporting the learners to travel for free. Valley College are committed to continue to investigate this with Rossendale transport. Currently, therefore, staff bus fares are paid for via Valley College budget cost centre and identified in the DPS.

CURRICULUM ENRICHMENT VISITS

Curriculum enrichment visits are funded by the college. If the visit takes place out of college hours, then college will fund transport and tea. Where possible these enrichment visits will be highlighted in the individual PACE group Detailed Planning Sheets (DPS)

The Sea View Trust has delegated responsibility for managing the budget of Valley College to the Head of College and the Directors of the Academy. Valley College's annual budget must be agreed before the start of the Academy (academic) financial year. The Head of College is responsible for proposing the budget and the Trustees are responsible for approving it. The Academy's annual expenditure may not exceed its funding as allocated by The Sea View Trust.

BUDGET SETTING

The CEO/Executive Principal, Head of College, Trust Business Manager and Finance Manager will draw up an outline budget which takes account of the total available funding. Components of the budget will be prepared using a standard template, including sufficient detail to allow monitoring of expenditure. The Directors may refer the proposal back to the Head of College for further amendment and resubmission. Once the budget is approved, the Finance Manager is responsible for determining the phasing of the budget.

EXPENDITURE

Expenditure may only be committed within the financial protocols set by The Sea View Trust, these being the responsibility of the Trustees to approve and the Trust Finance Team to communicate. Within the Academy, the Head of College is responsible for authorising expenditure within the college. This must always be in accordance with The Sea View Trust's approved financial procedures. The Head of College must track the progress of their expenditure against the agreed budget.

EXPENDITURE CONTROL

The Finance Manager will make available reports for the college, showing the expenditure against budget, both monthly and for the year to date. Each month, the Finance Manager will communicate Income and Expenditure and cash reports including actuals, variances and year-end forecasts, to the CEO/Executive Principal.

This Policy will be reviewed by the Board of Directors on a 3-yearly cycle

| | Name/Initials: | Date: |
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| Written By: | SJ | Jan 20 |
| Reviewed: | SJ | Sept 20 |
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