



**Romans Field School
Bradwell Village School
Priory Common School**

Charging and Remissions Policy

Last reviewed on: September 2020

Next review due by: September 2021

Charging and Remissions Policy

Introduction

This Charging Policy for the schools in the Inclusive Learning Federation provides information to parents and carers on the circumstances where the individual schools will charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

Voluntary Contributions for School Activities

The schools will invite parents/carers to contribute to the cost of school activities. These contributions are necessary to fund activities when the school would not be able to fund them without voluntary contributions being made. The schools however, cannot make contributions mandatory for curriculum-based activities. The level of contribution is decided by the Executive Headteacher and is designed to cover the cost of the activity without affecting the individual school's budget allocation. Staff costs will always be met by the individual school as will vehicle costs. There are circumstances where the individual school will contribute towards an activity, but if it does not receive sufficient voluntary contributions, a decision may be taken to cancel the activity. If the activity goes ahead, it will include children whose parents/carers have not paid any contribution. In these circumstances the school would not treat these children differently from any others. Parents/carers have a right to know how each trip is funded and the individual school will provide this information on request.

Residential Visits for Curriculum Activities

If the individual school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, no charge is made for the education element. A charge will, however, be made to cover the costs of board, lodging and transport to and from the venue. Activities which take place out of normal school hours, costs of hiring trained staff for specialist activities will be charged in addition to board, lodgings and transport. School staff costs will be met by school.

Swimming

The individual schools organise swimming lessons for their children. These take place in school time and although they exceed the National Curriculum requirement, the school does not charge parents for swimming lessons.

After School and Extra-Curricular Activities

The school offers additional after school activities. Some of these activities have a charge, usually to cover additional resources or additional staffing/coaching costs relating to the activity.

Damages or Breakages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc., will render the parent/carer liable for the cost of repair or replacement. Consideration will be given to parents/carers who may find the cost of full immediate payment onerous whereby payment by instalments will be considered.

Deliberate False Fire Alarm Activity

If a pupil falsely and deliberately sets off the Fire Alarm, parents/carers will have to pay for the charge levied to us by the Fire Alarm Company this is currently £25 per false call out, plus any additional costs incurred by the school.

A letter will be sent in cases of accidental damage to personal property within school. In any matter of dispute arising over interpretation, the Governors will be guided by the DfES and the MK LA regulations currently in use.

General Data Protection Regulations (GDPR)

In line with the General Data Protection Regulations 2018, parents/carers can request a copy of their son/daughters' school file. If the printing costs for these are excessive an administrative charge may be made.

Out of Area Children (Romans Field School)

Admitting a child who lives out of the Milton Keynes area has additional costs therefore, these children will be assessed as Band A and should the school be above its PAN, the child's Local Authority will be charged for the place funding in addition to the Band funding. In some cases for children with specific complexities, it may be necessary to implement a personalised funding methodology.

Governor Expenses

It is the policy of the Inclusive Learning Federation to pay for essential expenses for additional governor activities i.e. travel costs to attend a training event and costs incurred for training courses.

EVALUATION AND REVIEW

The evaluation and review of our Charging and Remissions Policy takes place annually, or when an issue arises.