

Stone Bay School.

Policy Document.

Statutory Policy required by Education Legislation.

A2: Charging and remissions.

Legislation informing this policy:

- [Education Act 1996, section 457](#)
- [Education \(School Sessions and Charges and Remissions Policies\) \(Information\) \(England\) Regulations 1999](#)
- [Education \(Residential Trips\) \(Prescribed Tax Credits\) \(England\) Regulations 2003, SI 2003/381](#)
- [The School Information \(England\) Regulations 2008 \(as amended\).](#)

Links to related policies, guidance and protocols.

- [School charging advice](#)
- Special Educational Needs Policy (A5)
- The Admissions Arrangements (C1)
- Safeguarding Policy and Child Protection Procedures (D1)
- All pre-admission documentation

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4 year review cycle.

Date for Review:

Tuesday, 07 May 2019

Signed. Richard Farr. Date: Tuesday, 16 June 2015
Chair of Governors.

Signed. Billy mc Inally. Date: Tuesday, 16 June 2015
Headteacher.

Mission Statement.

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: "***getting it right for every student***".

Rationale.

The purpose of this policy is to ensure that all students have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities. Stone Bay School recognises the contribution that a wide range of additional activities, including clubs and visits, can have on a students' personal and social development. Our aim is to provide such opportunities for our students.

The school day is defined as 9.00am – 3.30pm.

Residential hours are defined as 3.30pm – 7.30am the following day (plus weekends for fortnightly boarding students)

Admissions.

There is no charge for admissions.

School Meals.

There is no charge for students who are entitled to free school meals or to our residential students. Students who are not entitled to free school meals must pay a fee of £2.25 per meal (as at May 2014).

Examinations and Accreditation.

There is no charge for examinations or accreditation schemes delivered as part of the school curriculum or within residential hours (for our residential students).

Charges for Activities.

In all cases, should there be any cost they will be made clear to parents before an activity takes place.

There is no charge for activities during school hours. Should parents request additional activities, which are not part of the school's normal curriculum e.g. specific music tuition, a charge may be incurred.

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school

We may charge for:

- books and materials that the parent wishes the child to keep
- optional extras
- music or vocal tuition

Pocket Money.

As agreed pre-admission, all parents of residential students will be expected to pay weekly pocket money for their child. This will be used to fund/part fund:

- Off-site activities which are not part of the set curriculum
- Refreshments outside of normal meals, e.g. confectionary during off-site activities
- Personal items, e.g. magazines

All pocket money will be paid into the voluntary fund account and be distributed to each residential area and/or classroom. Records of expenditure for each student will be kept and are available for parents to see at any time. Statements of pocket money are sent to parents regularly. Parents are expected to ensure that their child's account is kept in credit.

Activities that take place outside of school hours (residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school

Optional Extras.

The school may charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the school curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of the school's residential education accreditation scheme (PIVATS)
 - c) part of religious education

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a student on a residential visit.

The cost of optional extras.

The Headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required from other parents for any pupils wishing to participate in the activity whose own parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers, engaged specifically to provide the optional extra
- the cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Residential activities.

The school will not charge for:

- education provided on any visit that takes place outside school hours if it is part of the school curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

The school may charge for Board and lodging when a visit has been organised by the school where there may be a cost for board and lodging, parents will be informed in order to decide whether their child can participate prior to the visit taking place. We will charge anything up to the full cost of board and lodging on residential visits. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.

Travel.

There is no charge for transport during school hours to school-organised activities.

Travel charges may apply when a residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Music tuition within school hours.

Stone Bay School follows government legislation that states that all education provided during school hours must be free. However, music lessons are an exception to this rule. Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound principles) to play a musical instrument. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Stone Bay School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for students in care. This includes instruments, music books and exam fees.

Damage to property and breakages.

Where school property has been wilfully damaged by a student, on rare occasions the school may request a contribution from parents of those responsible for some of the cost of repair or replacement. This cost will be minimal and is intended to illustrate to students that such acts have consequences.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and will be dependent on the situation.

Remissions and concessions.

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit.

Students from families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher.

Voluntary contributions.

The school, school Governing Body, or Local Authority may ask for voluntary contributions to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Inability or unwillingness to pay.

Stone Bay School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Safeguarding, Equality and Equal Opportunities Statement

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school's service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.