



## Charging and Remissions Policy

**1 year review cycle.**

**Date for Review: March 2020**

*For internal use only:*

Policy last reviewed:	March 2019	Policy reviewed by:	Mike Kemlo
SLT responsibility:	School Business Manager	Approved by Board of Governors:	11 March 2019
Approval required from:	Partnership & Resources SC	Requirement:	Statutory

### Introduction

Bradstow School and its Governors fully support the principles of free education and equality of opportunity for all students, providing each one with full and free access to a balanced curriculum. The charging and remissions policy clearly sets out where further contributions might be requested from parents/carers for additional services, and where costs are covered within the range of normal activities. The school strives to communicate any requests for additional charges to parents and carers in a timely manner.

### Fees and admissions

Costs for education, residential care and enhanced (1:1) support are charged directly to each young person's local authority. The school does not charge parents and carers for these costs.

### Activities

There is no charge for planned activities during school or residential hours that form part of the waking curriculum.

### School meals and residential catering

School meals and meals in residential homes are provided free of charge for all students as an inclusive part of the services covered by the fees charged to local authorities.

### Clothing – school uniform

Parents and carers are required to meet the costs for school uniforms. The purchasing of school uniform is administered by the school and payments are requested on a termly basis by individual letter. The school will replace items of uniform as and when necessary to cover damage, loss and student growth, at no extra charge.

## **Clothing – non-school uniform**

For young people in residential care, the school would reasonably expect parents and carers to provide non-uniform clothing. On occasions parents and carers may be asked to reimburse costs for replacement clothing, owing to wear-and-tear.

## **Pocket money**

Parents and carers are asked to provide pocket money for all young people in residential care at the school. Providing young people with pocket money is important as it enables them to purchase personal items for their own individual use whilst out in the community. The money is administered by the school and payments are requested on a termly or half-termly basis. The amounts requested for pocket money varies depending upon the young person's age.

## **Stamps**

Parents and carers are asked to contribute postage stamps so that young people are able to write weekly letters home.

## **Toiletries**

Parents and carers are asked to provide a recommended list of toiletries for all young people in residential care. There may be occasions where young people require more toiletry items at short notice and the school may decide to purchase these items and request the costs are reimbursed by parents or carers thereafter. The Care Management Team will contact parents and carers should such a need arise.

## **Short Term Breaks (respite)**

Throughout the year there are opportunities for young people to spend additional respite time at the school. As an optional extra to normal provision, a charge per day is payable by parents and carers for these services. Parents and carers may seek support from their local authority in meeting these costs.

## **Optional weekend travel**

The cost for optional weekend travel is charged directly to local authorities. Parents or carers should not be charged for this.

## **School journeys**

A contribution may be sought from parents or carers for school journeys. This will be communicated by letter by the event organiser prior to booking these activities.

## **School fund**

To help support extra-curricular activities and excursions parents and carers are asked to contribute a small amount of money. This is requested of all parents and carers, however letters clearly explain that participation in any related activities is not dependent upon contributions being made to the school fund and that no-one is excluded owing to non-payment.

## **Damage to property and breakages**

The school does not seek to recover costs from parents or carers in instances where young people have damaged property or broken items of value. The school seeks to manage such situations and to learn from all incidents with an aim to reduce or remove future recurrences.

## **Remissions and concessions**

The school will give consideration to remission of charges to parents and carers who receive support payments such as income support. Requests for remission of charges by eligible parents will be managed sensitively and confidentially. The Head Teacher and Chair of Governors will authorise any remission of charges.

With the support of the Governing Body, the school may decide to subsidise part or all payments for any extra-curricular activities that may ordinarily be charged.