



## Compass PRU

### Charges & Remissions Policy 2019-2020

Governors' Committee responsible	Personnel, Finance & Resources
Link Senior Governor	Headteacher
Date Reviewed	25 <sup>th</sup> February 2019
Next Review Date	February 2020 or if changes made by DCC
Linked Policies	Finance Procedures Policy Safeguarding Policy Equality Policy

*Our aim is to help all our learners unlock their potential in life and work*

A handwritten signature in black ink, appearing to read 'C M Lee'.

Signed 20.3.2019

A handwritten signature in blue ink, appearing to read 'Alison Glazier'.

Signed 20.3.2019

Chair of Compass Governing Board

Head teacher



## COMPASS LEARNING CENTRE

### CHARGING AND REMISSIONS

#### • INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional activities. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by Compass Learning Centre. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

#### • CHARGING FOR VISITS

##### a) All Visits

The group leader should ensure that parents/carers are notified as early as possible as to:

- The total cost of the visit
- How much each parent/carer will need to pay or be asked to contribute towards the cost of the visit.
- How much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element)

Early notification of the above is important as this allows parents/carers to make financial preparations. Many parents/carers find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

##### b) During Normal School Hours:

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents/carers can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents/carers who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled – parents/carers must be notified of this contingency. Students whose parents/carers do not contribute cannot be discriminated against.

Where appropriate, the Governing Body may offer to remit the full or part of the cost of full board and lodging for any residential activity which:

- Takes place during school hours or;
- Is not an optional extra (see following section for definition)

### **c) Outside of Normal School Hours / Optional Extras**

The Headteacher can charge parents/carers for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- Falls wholly or mainly outside school hours, i.e. a skiing holiday during the school holidays is an optional extra;
- Does not form part of the National Curriculum or the statutory requirements for religious education;
- Is not part of a syllabus towards a Prescribed Public Examination – if an 'A' level Biology syllabus mentions fieldwork as a requirement then this in itself does not necessitate a residential fieldtrip to another part of the country as local facilities may suffice. However, if the syllabus mentions, for example, that students need to know about the ecology of rocky shores and they live in a city a long way from the coast then the fieldtrip would not be classed as an 'optional extra'.

The parents'/carers' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

#### **• INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)**

The Governing Body reserves the right to charge for educational materials students will be required to use in the furtherance of their studies, for example, ingredients, materials, or equipment (or the provision of them by parents/carers).

#### **• BROKEN OR LOST ITEMS (REPLACEMENT)**

The Governors will allow all departments to ask students and/or their parents/carers to contribute towards the cost of replacement items such as lost books, or where they were damaged or broken as a direct result of misconduct on the student's part. This does not in any way detract from the teaching staff's duty to brief students thoroughly and to manage a calm and safe working environment for the students.

#### **• REMISSIONS**

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors. In cases where SEN students are involved the school will ensure there is full equality of opportunities and funding for additional staffing or necessary provisions for trips and visits, will be available.