



Learning
Respect
Compassion
Responsibility

CHARGING AND REMISSIONS POLICY (Local Advisory Committee)

Southview School, College & The View

Hereafter referred to as "Southview School"

Policy Author:	Julian Cochrane
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This document sets out the Charging Policy of Southview School and provides information to parents on the circumstances where the school and college would charge for activities, whether these are within or out of school hours.

The school governors, in reaching this policy, accept that the funds available to the school allow little or no scope for the funding of school trips and excursions.

However, in order to maintain a life skills curriculum which enables our students to benefit from the rich stimuli to be found in different environments outside the school, both in the local community and further afield, the governors would want to support the organisation of educational visits during school hours, of evening visits and residential trips.

Educational Visits (Evening and Day)

These are organised by teachers or groups of teachers, who will normally negotiate reduced or free entry into places of interest, museums etc.

Where costs are involved, parents will be asked to contribute so that each activity is self funding. School staff and transport costs will be met by the school. Coaches may sometimes need to be hired for these trips where a group is too large for minibuses. On these occasions parents will be asked to make voluntary contributions.

Refunds for non attendance or variable costs such as lunches will automatically be made to parents if over £1.00 or upon request.

If insufficient funds are available the trip may either be underwritten by the school, or cancelled, at the discretion of the Headteacher.

Voluntary Contributions for Non Curriculum Activities

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary

as the school and college cannot make contributions mandatory. These activities currently include swimming amongst others.

The level of contribution is decided by the Headteacher and is designed to cover the cost of the activity, without affecting the school's budget allocation. Staff costs will always be met by school as will vehicle costs. There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity.

If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children differently from any others. Parents have a right to know how each trip is funded and the school will provide this information on request.

Residential Trips

These trips are more expensive, but form an important addition to the curriculum. Parents will be asked to make a contribution to costs of board, lodgings and specialist staff. The school staff costs and transport would be funded by the school.

Teachers and Teaching Assistants organise fund-raising events to help with these costs and financial help for individual students can be sought if needed.

(Voluntary contributions to the school and awards from grant awarding bodies help to finance school trips and journeys. These, however, cannot be relied upon).

After School Activities

The school offers additional after school activities including an after school and holiday club. There is a daily charge parents are expected to pay for taking part in this activity, which covers some of the cost of staffing and use of the premises. There may be additional trips out as part of this trip which will also require an additional payment from parents. Vehicle costs will be met by Southview.

School Damages or Breakages

At the discretion of the Headteacher a student responsible for non-accidental damage to school property, such as books, equipment, windows etc, may render the parent liable for the cost of repair or replacement.

In cases of accidental damage to personal property within the school it is the Headteacher's discretion whether to cover the full payment of damages or he can refer to the Chair of Governors if the claim is considered to be excessive. In any matter of dispute arising over interpretation, the Governors will be guided by the DfES and the County Council regulations currently in use.

If damage has been caused to a student's device or piece of equipment by a member of staff then the school will pay for its repair or replacement.

Uniform

Children's cardigans, sweatshirts etc. are available for online from Myclothing.com. The school does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

Lettings

The school site is available to let after school and during the school holidays. (See Lettings Policy for further information).

Examination Fees

Where students are entered for assessment leading to national accreditation, e.g. Entry Level, ASDAN, OCR, GCSE, course and examination fees are paid in full by the school.