



CHARGING AND REMISSIONS POLICY

Chatten Free School

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Approved by:	Chatten local governing body
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Introduction

This document sets out the Charging Policy of Chatten Free School and provides information to parents on the circumstances where the school 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 learners 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 make a voluntary contribution 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 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 cannot make contributions mandatory.



The level of contribution is decided by the Head Teacher and is designed to cover the cost of the activity, without affecting the schools 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 made 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.

Lunches

The School does not provide school dinners. Pupils will usually help to make their own lunch as part of their life skills curriculum, or they may eat at an outside establishment as part of a social and community skills curriculum. Parents can fund lunches in one of three ways:

Free School dinners – pupils eligible for free school dinners can have their lunches funded in this way.

Weekly voluntary contribution – depending on the nature of the meals and in collaboration with the family a family may be asked to make a weekly contribution toward food items to be used in making pupils lunches. This works in much the same way as a parent paying for school dinners in another school

Packed lunches/food provided – parents may choose to send food items into school for pupil lunches which they have purchased.

Snacks and edible reinforcers

Many of our pupils will like to have a 'snack' throughout the day. Others may require 'edible reinforcers' as part of their learning programme. Frequent snacks or edible reinforcers (especially where these are branded) can be costly and parents may be asked to make a weekly contribution or to provide these items themselves.



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.

School Damages or Breakages

At the discretion of the Headteacher a pupil 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 to 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 DfE and the County Council regulations currently in use.

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

Uniform

School uniform is available to purchase online through 'my clothing'. The school does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

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.