



# CHARGING & REMISSIONS POLICY

Equal opportunities lie at the heart of all that we do at Silverwood School. We are committed to ensuring that every member of the school community is given the same chance as any other to access the services and support of the school

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy is designed to meet the needs of all pupils, working through pre-formal, semi-formal and formal curricula. It is inclusive of students who function at early/preverbal levels of language and communication, through to those who express themselves verbally and in writing. The policy is designed to be child-centred and to make sure as far as is possible that pupils understand what is happening in their lives, why, and what options are available to them

Approved by:	Resource Committee	Date: 26/01/2022
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Last reviewed on:	January 2022 (Full Governing Body ratified February 2022)
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Next review by:	January 2023
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## **INTRODUCTION**

This charging and remissions policy follows the Dept. of Education advice, which is based on Sections 449-462 of the Education Act.

The aims of this policy are to set out what the schools will not charge for and what they will make a charge for, or request a voluntary contribution towards, from parents or guardians.

### **The schools cannot charge for:**

- Financial contributions as any part of any admissions process;
- Education provided during school hours [including the supply of any materials, books, instruments or other equipment];
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupils parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at school;
- Examination resits if the pupil is being prepared for the resits at the school.

### **The schools can charge for:**

The schools may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
  - (a) Part of the National Curriculum.
  - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
  - (c) Part of religious education.

(Note: This could include before and after school clubs run by the school).

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- Cost of repairing or replacing damaged or lost school property caused wilfully by their children.

### **Voluntary contributions**

Voluntary contributions may be requested from parents /carers for school activities in or out of school time which can only be provided if there is sufficient voluntary funding. . The level of contribution is designed to cover the cost of the activity without affecting the school's budget allocation. No pupils shall be excluded by reason of inability or unwillingness to make a voluntary contribution. Staff and vehicle costs will usually

be met by the school. Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

### **Remissions**

There will be no charge for board and lodgings for pupils of families in receipt of income support, income-based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

### **LETTINGS**

Please refer to the school's Lettings policy.

Silverwood School seeks to promote excellent community relationships and therefore makes realistic charges for the hire of its premises and facilities to community groups.

Commercial, private, and corporate organisations will be charged at rates, not less than twice the Schools and Charities rate, but not more than four times the Schools and Charities rate, depending on the cost to the school