



Charging & Remissions Policy

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This document should be read in conjunction with all other academy policies

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Section 1

Key Objectives

Coppice Spring School provides education for secondary age students with social, emotional and mental health (SEMH) needs and for those with conditions on the autistic spectrum (ASD). Coppice Spring School is committed to working with students to identify and address their barriers to learning.

We believe that all individuals have rights and responsibilities to themselves and to others.

This is based on the belief that all individuals are of value and should be given the opportunity to learn and develop potential.

Our overarching aim is to turn around lives, create opportunities and build successful futures

Key Objectives:

- The provision of personalised, high quality education with flexible learning pathways
- The development of personal and social skills
- Partnership working with parents, schools and other agencies
- The development of positive strategies to overcome barriers to learning
- Preparing our students well for the next stage of their education and for life in Modern Britain.

This policy is a working document and therefore is open to change and restructuring as and when the need arises.

Section 2

Introduction

Coppice Spring School recognises that it is important to provide every child with access to the wide range of additional activities including clubs, trips and residential experiences available through the school. These activities make a valuable contribution to a student's personal and social development. The school will promote and provide these activities as part of a broad and balanced curriculum for students and also as additional optional activities.

The school will not seek to charge for activities which are provided during school hours or outside school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for.

Section 3

Reasons for request for contributions

Whilst we aim to make the minimum number of requests for money from parents/carers, the Governors reserve the right to make a charge in the following circumstances:

1. Trips

Some of the extra activities that we try to organise can prove too expensive to be provided from academy funds alone, such as residential trips from which our children benefit. Most of the cost of these trips contains two elements:

- the cost of food and accommodation - from which some parents/carers receiving certain benefits can claim exemption;
- the cost of transport or provision of activities that largely take place in schools hours - for which we can only ask for voluntary contribution.

For each trip a letter will be sent home with those children within the age group eligible to take part, containing information on the purpose of the activity and the approximate breakdown of costs. At the end of each letter will be a slip to return to the school requesting a place for the child and indicating willingness or otherwise to make a voluntary contribution.

However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents/carers at the outset. It will also be made clear to parents/carers that there is no obligation to make any contribution and that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled.

2. Charging for breakages, damage or loss

The school will seek to recover the costs incurred as a result of any item of academy property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book. Arrangements can be made for payments by instalments if required.

Section 4

Other Charges

The school will charge for photocopying and admin time if there is a request for duplication of files, notes etc. These charges will be in line with the reasonable costs of photocopying but will also take into account admin/teacher/learning mentor time.

Section 5

Possible remission of charges/costs

It is the school's wish that no child should miss out on any activity because of lack of funds. All requests for financial help are kept strictly confidential, and when arranging a chargeable activity, the Governors will invite parents to apply in confidence for the remission of charges in part or in full.

Where parents/carers of a student are in receipt of certain benefits the Governors can remit in full the cost of food and accommodation for any residential activity if the activity takes place within school hours and forms part of the syllabus of the National Curriculum.

If families are experiencing financial difficulty and this may prevent a student taking part in particular activities for which a charge is made, they should not hesitate to see the child's class teacher or Headteacher. In case of difficulty the school may partially or fully pay for a child's educational visit.