



Mayesbrook Park School

Alternative Provision for young people in Barking and Dagenham

CHARGING AND REMISSIONS POLICY

February 2017

CHARGING AND REMISSIONS POLICY

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Mayesbrook Park School (MPS)

Charging and Remissions Policy

The Governing Body, Head of Service and Staff will ensure that the policy is implemented equally in all cases, without regard to ethnic origin, cultural differences, gender, disability or sexuality issues. They will ensure that students are listened to and that their concerns are appropriately addressed.

This policy will be monitored by the Head of Service, The Governing Body and the Centre Business Manager.

Charging Policy

Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with Section 457 of the Education Act, 1996.

Centre Trips

Day Trips:

No charge will be levied in respect of day trips that take place during centre hours or are part of the curriculum.

Residential Trips:

Residentials are classified as being within centre hours if the number of centre sessions missed by the students is at least 50% of the number of half days spent on the trip.

Board and Lodgings:

No charge will be made for board and lodgings.

Travel:

- If the residential is classified, as being within centre hours no charge will be made for travel costs although a voluntary contribution may be sought.
- Where the residential is classified as being outside centre hours a charge may be made for travel to cover the unit cost per student other than those entitled to remission (but no paying student will be required to subsidise the cost of non-paying students)

Activities on residential

- If a residential is classified as being within centre hours no charge can legally be made for the educational activities provided
- If the residential is classified as being outside centre hours a charge may be made for the educational activities provided.

Examination Entries:

- No charge will be levied in respect of examination entries for students

Materials & Textbooks:

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, no charge will be levied for the cost of the materials used. In the case of Food Technology, no charge will be made. Textbooks are provided free of charge.

Music Tuition:

All music tuition is free and no charge will be levied.

Activities for students that take place during centre hours:

- No charge will be made for activities provide during centre hours.
- No charge will be made for transport during centre hours

Activities outside Centre Hours (Non-Residential):

No charge will be made for activities outside centre hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

Optional Extras. These are defined as activities, which take place wholly, or mainly outside centre hours and are not designed to fulfil any requirements specified in the syllabus for prescribed examination.

Optional Extras could include:

- Lunchtime and after centre clubs
- Weekend sporting activities
- Evening Theatre trips
- Parents/guardians must choose to allow their children to take part on optional extras and no charge will be made.

The Governing Body may fund optional extras from within its delegated budget or other funds at its disposal. It can then decide whether or not to pass charges to parents/guardians.

- Costs that can be legally recovered are as follows:
 - a. Teaching staff engaged under contract for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
 - b. Non-teaching staff
 - c. Any materials, books, instruments or equipment provided in connection with the optional extra
 - d. Transport to an activity outside centre hours

Damage/Loss to Property:

- A charge may be levied in respect of wilful damage, neglect or loss of centre property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head of Centre may decide.

- A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the centre. The charge to be the cost of replacement or repair, or such lower cost as the Head of Centre may decide.

Voluntary Contributions

- Where the centre cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the centre, the centre may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Other charges

The Head of Service , Finance and Staffing Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Admissions:

No charge will be made for admission.

Centre Meals

No charge will be made for students entitled to free school meals

Remissions Policy

Statutory remissions

Students whose parents receive one of the support payments below are legally entitled to remissions where specified in this document:

- Income support (IS)
 - Income based Jobseekers Allowance (IBJSA)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child tax Credit provided they are not entitled to Working Tax Credit and (as assessed by Her Majesty's revenue and Customs)
 - The guarantee of State Pension Credit
 - An income related employment and support allowance that has replaced incapacity benefit
- The Head of Service, Finance and Staffing Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
 - The Head of Service, Finance and Staffing Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.