



Charging and Remissions Policy

Inscape House School charging and remissions policy

Introduction

This document sets out the Charging Policy of Inscape House School and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

Educational visits and extra-curricular activities

The Governors will support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum. The cost of provision will be included within the Local Authorities fee.

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 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 visits for curriculum activities

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, no charge is made for the education element. A charge will, however, be made to cover the costs of board and lodging. Activities which take place out of normal school hours, costs of hiring trained staff for specialist activities will be charged in addition to board and lodgings. Inscape House School staff costs and vehicle costs will be met by school.

Swimming

The school organises swimming for all children. These take place in school time and, although they exceed the National Curriculum requirement, the school does not levy a charge to parents.

Horse riding

These take place in school time and, and although they exceed the National Curriculum requirement, the school does not levy a charge to parents

Damages or Breakages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc, will render the parent liable for the cost of repair or replacement. In cases of accidental damage to personal property within school application to be made to the Headteacher to cover full payment at his discretion or 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.

Uniform

Children's uniform are available for sale from the school office at cost price. School also arranges for children's garments to be embroidered with the school logo if desired at cost price.

School does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

Minibus

Inscape House School uses all eleven vehicles during the school day and after school when necessary. A bus diary is kept in the office for reservations. Details of journeys made and the name of the driver is maintained using a daily record sheet.

Inscape House School allows other local special provision to use the minibuses at no cost providing they put in fuel and they are not pre-booked by Inscape House School.

All drivers of the minibuses must be MIDAS trained.