



Charging and Remissions Policy

Co-ordinator	Business Manager
Date of Completion	Feb 19
Date of Adoption by Governors	n/a
Date to be Reviewed	Sept 22

Aims

The Downs View Organisation recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education and experiences. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the schools and as optional activities.

Charges

The Governing Body will not in all circumstances charge but reserve the right to make a charge for the following activities organised by the schools:

- School journeys in school hours – The board and lodging element of approved residential activities deemed to take place in school hours. The cost of meals, refreshments and entrance fees.
- Activities outside of school hours – The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- Instrument tuition – The cost of musical instrument tuition if provided at the parent's request.
- Charging in kind – Materials and ingredients: the cost of materials or ingredients for art and design, food, hospitality and catering, if parents have indicated in advance that they wish to own the final product.
- School Property – The Governors reserve the right to charge parents for purposeful damage to, or loss of school property.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions. When it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Remissions

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents of these groups will be invited to discuss the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

Voluntary Contributions

Down View School request a voluntary donation to allow each class to have a fund that pays for classroom snacks and drinks for student's in the class. If there is a deficit in such funds from pupils from the pupil premium group will have funds supplemented towards the class from the PP funding.

The Link College request a voluntary contribution from parents of £5 per week. This covers trips out for coffees and cakes to local facilities. The students benefit from opportunities to develop skills in independence and learning money handling. Any pupils that have applied for Bursary Funding will have this contribution covered as part of the discretionary bursary for 16-19 years old.

Uniform

Uniform is the parents' choice, but a defined uniform is available for those parents who would like to cloth their children in this way. The price of the School uniform is rounded to the nearest 50p per item inclusive of any VAT (if applicable dependant on size). This money goes into the school fund and is paid from there to the supplier.