

CHARGING & REMISSIONS POLICY

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1. Purpose

- 1.1 Jigsaw CABAS® School aims to provide a broad, balanced curriculum for all pupils on roll. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or part from parents. Without that financial support, the School would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.
- 1.2 This charging policy informs staff and parents about charging for school activities which take place during or outside of school hours, including residential activities.

2. Definitions

- 2.1 “The Trust” means Jigsaw School, Jigsaw Plus, Jigsaw Trust and Jigsaw Trading 2013 Limited (Café on the Park)
- 2.2 “The school” and “Jigsaw School” means Jigsaw CABAS® School
- 2.3 “CABAS®” is an acronym for Comprehensive Application of Behaviour Analysis to Schooling.

3. Scope

- 3.1 The Senior Administrator and School Management Team will ensure that the following procedures are followed.

4. Admissions

- 4.1 There is no charge for admissions.

5. Public Examinations & Accreditation

- 5.1 There is no charge for examinations and accreditations that are part of the curriculum and on the school’s set accreditation list, where children have been prepared for the qualifications by the school.
- 5.2 There is no charge for qualifications that are not on the set list but have been arranged by the school.
- 5.3 There is a charge of the examination entry fee(s) or qualification registration fee(s) if the registered pupil has not been prepared for the examination(s) and /or qualification at the school (**see Optional extras under section 5**).

6. Activities that take place during school hours

- 6.1 There is no charge for activities during school hours with the exception of music tuition (**section 10**).
- 6.2 There is no charge for transport during school hours to school-organised activities.
- 6.3 We may charge for:
 - books, resources and materials that the parent/carer wishes the child to keep (the cost will be made clear to the parents before charge)
 - optional extras (**section 8**)

- music or vocal tuition (**section 10**).

7. Activities that take place outside of school hours (non-residential)

7.1 The school will organise all activities that form part of the school's curriculum or part of the syllabus for a public examination and/or qualification during school hours.

8. Optional extras

8.1 The school will charge for optional extras.

8.1.1 Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination/qualification that the pupil is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s)/qualification(s) at the school
- transport that is not taking the pupil to school or to other premises where the school has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit
- outreach sessions provided by Jigsaw outside of school hours (9.15am to 3.45pm) with the exception of the first consultation outreach session which will be free of charge
- therapy that is not part of the school's core therapy provision and/or additional to the therapy provision described in the child's Education Health Care Plan.

8.2 The cost of optional extras

8.2.1 Parents will be informed of the cost of optional extras in advance.

8.2.2 When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

8.2.3 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

9. Residential activities

9.1 When a visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge

anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Charges may be waived or reduced for children whose parents/carers are in receipt of certain benefits and make an application to the Director of Education.

- 9.2 Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- 9.3 The school may charge for residential activities that are not part of the National Curriculum. The charge will not exceed the actual cost of the activity. Parents will be informed of the cost of all activities in advance.

10. Music tuition within school hours

- 10.1 Jigsaw CABAS® School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.
- 10.2 The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

11. Damage to property and breakages

- 11.1 Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to the parents of the pupil causing the damage.
- 11.2 Whether or not these charges will be made will be decided by the Director of Education and dependent on the situation.

12. Remissions and concessions

- 12.1 The school will give consideration to the remission of charges to parents or carers who receive any of the following support payments:
- Income Support
 - Income based Job-seekers Allowance
 - Child Tax Credit (where the person is not receiving Working Tax Credit as well)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Guaranteed Element of State Pension Credit
 - Income related employment and support allowance
 - Universal credit
- 12.2 Parents who are eligible for the remission of charges will be dealt with confidentially.

- 12.3 The Director of Education will authorise the remission of charges and may choose to subsidise part or all of the payment of some charges for certain activities and pupils.

13. Voluntary contributions

- 13.1 Jigsaw CABAS® School will not charge for any activities which take place in school hours but may invite parents to make voluntary contributions to enable the school to fund activities that will enrich our pupils' education. Parents are invited to make a voluntary contribution towards the cost of activities and visits such as swimming, horse riding, wall climbing, trampolining, planet soccer, athletics, one-off visits and activities i.e. visits to museums, cinema, bowling; and theatre/drama productions.
- 13.2 In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.
- 13.3 There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. Children and young people of parents who do not contribute will not be treated any differently from those who do make contributions.

14. Inability or unwillingness to pay

- 14.1 Jigsaw CABAS® School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.
- 14.2 The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

15. Policy Review

- 15.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 15.2 This policy will be reviewed periodically by the School Management Team and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Director of Education and a decision made in line with DfE guidance.
- 15.3 This policy was last reviewed in March 2018

