

Date created: November 2018

Rodney House School



Charges and Remissions Policy

Reviewed: November 2018

Signed by Governor: *Angela Stansfield*

Background

The Governing Body of Rodney House 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 school and as additional optional activities.

Charges

The governing body will not in all circumstances charge but reserves the right to make a charge for the following activities organised by the service:

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 School Hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

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 non-accidental damage to, or loss of school property.

Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils 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.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Hire of school Facilities

It is recognised that the schools' facilities could have a wider community use when they are not being used by the school. The charges will account for administration, utilities and cleaning. Any organisation may apply to hire the premises but certain restrictions may apply. The suitability of each booking will be entirely at the discretion of the head teacher. The school's requirements will always be given precedence. Any group wishing to hire the facilities will need to sign a contract agreeing to maintenance and safe use of the hall.

Objectives

- 1) To safeguard and maximise the community use of the school facilities'
- 2) To ensure that the minimum disruption occurs to the education of the pupils
- 3) A profit margin would be welcome, but all and any profits will be used for the benefit of the pupils

Charges

Charges for community - RHOSEY Hall

Booking Session	Amount
Per day 9.30am - 4.30pm	£150.00
Half Day Morning 9am - 12.30pm Afternoon 1pm - 4.30pm	£75.00
Per hour	£20.00

Charges for Rodney House families will be by agreement with the Headteacher.

Charges for Soft Play

Per Hour	£15.00
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Bookings

The school office should be contacted to check room availability and that customer requirements can be accommodated. A booking form should be completed.

Invoices will be issued with payment terms of 30 days from the invoice date.

Cancellation Notice

No charge will be made for cancelling of orders if notice of 14 days or more is given. If less than 14 days notice of cancellation is given, then 50% of the charge for hire will normally be made.

Other charges

The Headteacher, Finance 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.

Remissions Policy

If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit charges in respect of board and lodging will be remitted in full.

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance 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.

Training delivered by Outreach

Planned training sessions on the training menu are free of charge for Manchester settings. However non attendance will result in a charge of £25. Manchester school nurseries are charged £25 per person.

Bespoke sessions delivered at your setting are chargeable as below:

1. Supporting and Managing Behaviour (1 hour long - delivered as an evening training) - £75
2. Working with Children with SEND (not delivered in an evening) - half-day - £75
3. Supporting Effective Communication (not delivered in an evening) - half day - £75

4. Introduction to Autism (not delivered in an evening) - half day - £75

We can deliver more than one training course in one session - the charge is £100 for a full day. The maximum number of trainees per session is 20.

Out of Area

Out of area charges are £50 per person for schools and £25 per person for settings for planned training sessions. The cost of bespoke training will be at a rate agreed by the Headteacher on an individual basis.

Approved by the Governing Body on date: 27th November 2018