



Northern House School PRU  
City of  
Wolverhampton

## CHARGES AND REMISSIONS POLICY

<b>Implemented</b>	<b>September 2016</b>
<b>Presented by</b>	<b>FINANCE TEAM</b>
<b>Ratified by Governors</b>	<b>JULY 2017</b>
<b>Review Date</b>	<b>JULY 2017</b>

## **Introduction**

This document sets out the Charging Policy of Northern House school Pupil Referral Unit 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 Management committee will support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum.

Where costs are involved, parents could be asked to contribute.

Northern House school PRU staff and transport costs will be met by school. If funds received are insufficient, the visit may be underwritten by the School, or cancelled, at the discretion of the Headteacher.

## **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. Northern House school PRU staff costs and vehicle costs will be met by school.

## **Sports activities**

The school organises sporting activities for the pupils as part of the curriculum. These take place in school time 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 Management committee if the claim is considered to be excessive.

In any matter of dispute arising over interpretation, the Management committee will be guided by the DfE and local authority regulations currently in use.

### **Uniform**

Uniform is available for parents to buy at a subsidised rate.

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

All prices are to be reviewed annually.