



West SILC Charging and Remissions Policy

Introduction

This document sets out the West SILC Charging Policy 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. We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Educational Visits and Extra-curricular activities

The Governors will support off-site activities which the Principal considers to be of good educational value and complementary to the curriculum.

Where costs are involved, parents will be asked to contribute so that each activity is self-funding. West SILC school 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 Principal.

Voluntary Contributions for Non Curriculum Activities

When organising school activities which 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 adversely. Staff supervisions costs will always be met by school as will our own 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. West SILC staff costs and our own vehicle costs will be met by school.

Swimming

The school organises swimming lessons for children when appropriate. These take place in school time and, although they exceed the National Curriculum requirement, the school does not levy a charge to parents. Many other students have access to our hydrotherapy pools (Farnley and Milestone). We do not charge for these activities.

Donkeys

At times some students will access donkey riding sessions at EST. These take place in school time and, and although they exceed the National Curriculum requirement, the school does not levy a charge to parents.

After School Activities

The school offers additional after school activities. All of these activities have a charge i.e. parents are expected to pay the charges made. The school contributes to staff and vehicle costs.

Damages or Breakages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows, furniture etc., will render the parent liable for the cost of repair or replacement.

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

Polo shirts, cardigans and sweatshirts are available for sale from the school office at cost price. Adult sizes reflect VAT.

Lost or damaged personal property

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

Minibus

School currently have four minibuses and two people carriers.

West SILC uses all 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 the daily record sheet.

West SILC allows other local schools and charities to use. They are currently charged at the standard mileage rate of 45p per mile plus VAT. Authorised businesses and charities need to confirm insurance details with the Insurance section at Leeds Civic Hall. School does not permit the school vehicles to be used by private individuals or for private use by LCC employees as they are not insured for this purpose.

All income and expenditure for school vehicles is processed via the official fund.

All drivers of the minibuses must be MIDAS trained.

All prices are current at 6th July 2015 and are to be reviewed annually.

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents/carers whose child is currently in receipt of deprivation pupil premium.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's budget on those children most in need of additional support.

Signed:

Date: