

Moor House School & College

Charging and Remissions Policy and Procedures



September 2019

This policy was agreed on:	September 2019
Who needs to read this:	Parents and Finance department Staff
Next review date:	September 2021
Current status:	Draft / Being Reviewed / Sent to F&HR / Approved by F &HR
The person responsible for this policy is:	The Bursar & Business Manager
The committee responsible for this policy is:	Finance and HR Committee
Date of next review	September 2021

Executive Summary

1. The Charging and Remissions Policy identifies how Moor House School & College aims to ensure that activities offered are available regardless of their parents' ability or willingness to meet the cost;
2. This policy explains how parents can apply to have costs of activities remitted if they are not able to make a contribution.
3. The policy identifies those activities/ equipment for which charges may be levied and which charges may be remitted for parents or carers experiencing hardship

Introduction

The vast majority of Moor House students have an Education, Health and Care Plan (EHCP) or are in the process of undergoing statutory assessment for an EHCP. In rare cases, Trustees will have given approval for parents to fund part or full placement at Moor House. Where Moor House is named on the student's EHCP, their fees are paid by the placing Local Authority. In exceptional circumstances, the Local Authority may arrange for the family to pay part of the child's fees.

All students at Moor House have been assessed as being suitable to attend Moor House because their needs meet the criteria as outlined in the Moor House Admissions Policy

Policy Aims & Objectives

- To enable all children and young people to take full advantage of the education, therapy and activities provide by Moor House.
- To ensure that activities offered are available regardless of their parents' or carers' ability or willingness to meet the cost;
- To identify those activities for which charges may be levied;
- To determine which charges will be remitted for parents experiencing hardship;
- To invite voluntary contributions for the benefit of Moor House in support of any activity it organises;
- To ensure that the responsibilities for charging and remissions policy are clearly and appropriately allocated.

Procedures and Practices

1. Parents will be invited to make voluntary contributions towards the costs of day trips, including trips to the theatre, entrances to castles, etc,
2. In the case of residential trips, parents will be invited to contribute most of the cost. The trip organiser will assess whether the trip will go ahead based on the level of contribution received.
3. Parents will be requested to pay for the cost of activities that are not part of the National Curriculum and take place outside the teaching day. Such activities include for example music lessons, private swimming lessons and horse riding.
4. Other items that parents will be requested to pay for include:
 - a. Exam resits,

- b. Breakfast for Day students wishing to have breakfast with us, and
- c. Overnight stays for Day students, which are subject to bed space availability.
- d. The cost of any specialist equipment or clothing required for vocational courses undertaken at partner colleges (Year 11 and above)

The costs of these activities include the additional costs incurred to provide the staffing of these activities, such as providing cover for staff participating in these activities.

5. It should be noted that charges will NOT:
 - a. Exceed the cost of providing the activity/item divided by the number of participating children and young people (there will be no profit);
 - b. Include costs related to other children and young people;
 - c. Prevent a child or young person from attending an activity if they are unable to contribute.
6. All reasonable steps are taken to ensure that all students have equal access to all elements of life at Moor House.
7. Where the parent is not able to make a contribution, they may apply to the Bursar & Business Manager for the costs to be remitted and covered by the Welfare Fund.
8. Parents of students in the sixth form provision are eligible to apply for EFA Bursary funding if they meet the criteria for this funding. This funding can be used to support the student's learning and independence skill development. Bursaries are allocated annually in the autumn term.
9. Parents in receipt of income support, income based job seekers allowance, child tax credit, the guaranteed element of state pension credit, income related employment and support allowance, or support under part VI of the Immigration and Asylum Act 1999 (proof to be provided) will automatically be eligible for remission of the cost of:
 - a. Residential trips, if they are part of the National Curriculum or form part of the syllabus of a prescribed public examination.
 - b. Board and lodging of a residential stay outside school hours.

This policy will be reviewed every two years, by the Finance and HR committee