



Charging and Remissions Policy

General Policy

In general, it is our policy not to charge students for activities, materials, ingredients, provisions and visits where these are a planned part of the curriculum.

Education during school hours

Education provided during school hours is free. 'Education' includes materials, equipment and transport provided in school hours by the LA or the Centre to carry the students between the Centre and an activity. Breakfast and break-time healthy snacks and lunch are provided free of charge for all students on site at that time.

Students may be charged for any damage to Centre buildings and property if this is found to be deliberate or avoidable. A decision will be made on each case before parents are notified by letter and an invoice sent home.

Public examinations

Public examinations include GCSEs, Functional Skills, BTECs and job related qualifications. No charges will be made for entering students for examinations.

Travel and Transport

We will not charge for:

Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.

Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

Transport provided for an educational visit.

Dress Code

At KS1 and KS2 pupils are required to wear their mainstream school uniform. Any additional items needed will be provided free of charge to the pupil.

At the KS3 Centre students are required to wear uniform comprising black trousers or skirt, blue polo shirt and navy blue sweatshirt and black shoes if they are a single registration student. The Centre keeps a minimum stock sweatshirts and polo shirts, the cost of which is charged to parents at the original purchase price. Pupil premium eligible students will not be charged for uniform items. For all students on respite, they will be expected to wear their mainstream school uniform.

At the KS4 Centre students are not required to wear school uniform but must dress appropriately as per the Rivers Code of Conduct.

Hiring of Premises

Rivers does not currently hire its premises or grounds to third parties.

AWPU

KS3 and KS4

The Centre reserve the right to charge schools where a managed move of a pupil has taken place and the pupil is dual registered with their original school. The charge will take effect once the pupil is on roll at the Centre up to the 31st March of each financial year.

KS1 and KS2 short term schooling (Maximum of two terms)

The Centre will charge schools for a pupil who is accepted as dual role at the Phoenix Centre. With The Rivers ESC acting as the subsidiary school. Primary schools will be invoiced termly for the pupil's AWPU, pupil premium funding and any associated free school meals funding received by the mainstream primary school, in accordance with the service level agreement (SLA)

Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

To request assistance, parents should contact the SBM via admin@riversescherts.sch.uk

Off-Site Alternative Provision and Work Experience

The cost of any alternative provision off-site will be met by the Centre.

This policy is to be reviewed annually.