



Charging and Remissions Policy

Approved by:	The Proprietors	Date: Jan 2024
Ratified by:	Board of Governors	Date: Feb 2024
Document created on:	July 2021	
Last reviewed on:	Jan 2024	
Next review due by:	Jan 2026	
Document Reviewed by:	K McCarthy	N Purcell

GOAL: To ensure that all students at ARTS Education, regardless of their SEN or financial background, have equal access to a wide range of educational and enrichment opportunities through our Charging and Remissions Policy.

1. Introduction:

At ARTS Education, we are committed to ensuring that all students, regardless of their special educational needs, have access to a wide range of educational and enrichment opportunities. This policy outlines how we charge for certain activities and resources, while also ensuring fairness and accessibility for all families through our remissions policy.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities which is kept under regular review. The policy identifies activities for which:

- No charges will be made
- Voluntary contributions may be requested
- Charges may be made
- Charges may be waived or subsidised

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours as part of the National Curriculum/Scheme of Work.
- Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum/Scheme of Work.
- Entry for a prescribed public examination, if the student has prepared for this at school.
- Examination resits if the student has been prepared for this at school.
- Education provided on any trip that takes place during school hours.
- Supply teachers to cover for those teachers who are absent from school accompanying students on an activity or trip..
- Transport provided in connection with an educational visit.

2. Scope and Purpose

- **Inclusion:** We believe that all students should have the opportunity to participate in a variety of activities, regardless of their financial background.
- **Transparency:** We are committed to being clear and transparent about any charges associated with school activities and resources.
- **Fairness:** Our charging and remissions policy is designed to be fair and consistent, taking into account individual circumstances.
- **Accessibility:** We aim to make all extra curricular activities and resources affordable for all families through a range of remission options.

3. Life Skills Visits

To ensure unimpeded participation for all students, ARTS Education will fully cover the costs associated with Life skills visits. This financial commitment reflects our belief in the program's significant contribution to student development and future success.

Recent examples of Life Skill visits to ARTS Education:

- Participating in cooking workshops (teaches independence, budgeting, healthy eating)
- Attending museums, art galleries, or historical sites: This fosters cultural awareness, appreciation for the arts, and critical thinking skills.
- Visiting Universities and Exploring Higher Education Options: This visit aimed to broaden students' understanding of higher education possibilities and equip them with the skills and knowledge to consider university as a pathway after secondary school.

4. Voluntary Contributions

Voluntary contributions may be requested for non-essential activities beyond the core curriculum, such as:

- Extracurricular activities: Sports clubs, drama productions, etc.
- Social events: End-of-term celebrations, school fairs, etc.

The school will ensure clear and timely communication with parents/carers regarding any voluntary contribution requests. This includes:

- Providing detailed information about the activity or trip, its associated costs and payment methods.
- Offering multiple channels for communication, such as newsletters, Classdojo or ARTS Education's website.

Charges may be made for:

- Any materials, books, instruments or equipment where the parents/carers wish their son/daughter to own them.
- Wilful damage to school property.
- Bank charges incurred in respect of returned cheques.

Participation in optional extracurricular activities offered by ARTS Education is governed by the principle of informed consent. This means that participation is entirely voluntary and requires the express understanding and agreement of parents/carers regarding any associated charges.

However, the school recognises that financial difficulties may pose a barrier to participation. Therefore, parental agreement on both participation and associated financial responsibility is a necessary precondition for a student's enrollment in any

optional extracurricular activity where charges are applicable, with the understanding that the school is willing to waive any associated costs for parents struggling financially. Please contact the school in confidence to discuss individual circumstances and potential support options.

5. Damage to school property

Students deliberately damaging school property will incur repair/replacement costs. Parents/carers will be notified initially by phone, then by letter with cost details and a proposed, fair and understandable repayment plan. The school is committed to working collaboratively with families to address these situations fairly, respectfully and transparently.

6. Remissions

The Governing Body of ARTS Education is committed to fostering an inclusive learning environment where all students have equal access to enriching educational experiences.

Under this policy, specific activities and visits, approved by the Governing Body, may be offered at no charge or a reduced charge to parents/carers in specific circumstances.

Eligibility for financial assistance will be determined by the Headteacher or Deputy Head on a case-by-case basis. This process will be conducted with sensitivity and respect for the privacy of families.

We remain committed to ensuring that all students, regardless of their financial background, have the opportunity to participate in a wide range of learning opportunities that contribute to their personal and academic development.

7. Residential Visits

We firmly believe that enriching residential visits should be accessible to all students. To achieve this while practising responsible financial management, we employ a transparent charging policy for these excursions. The fee for each visit, calculated by dividing the actual board and lodging costs by the number of participants, solely reflects these direct expenses – there's no hidden subsidy for non-participants.

Recognising that financial hardships might hinder participation, we encourage families facing such situations to discreetly discuss their circumstances with the school. We're committed to exploring alternative arrangements or support options whenever possible to ensure inclusivity. This policy strives to balance accessibility with responsible financial management, allowing us to offer valuable learning experiences without placing undue

financial pressure on families.

8. Additional Considerations

We recognise the potential burden these experiences can place on families, and therefore strive to minimise financial barriers through the following guidelines:

- Where possible we shall publish a list of visits at the beginning of the school year to help parents/carers plan ahead where possible.
- We will allow parents/carers to pay in instalments where appropriate.
- If an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip if required.
- We will always consider alternative methods of funding, or part funding high cost trips that we believe will be of great value to students, through means such as charitable donations.

9. Monitoring and Evaluation

We review the effectiveness of this policy and practise every two years through student feedback, parent feedback and staff reflection.

10. Conclusion

All students, regardless of their special educational needs or financial background, deserve equal access to a rich and diverse educational experience. This Charging and Remissions Policy serves as a commitment to this belief, aiming to remove financial barriers and ensure inclusivity for all.

11. Links to Other Policies

Parent to School Communication Policy

Equality Polity

Confidentiality Policy

Accessibility Plan