



Dacorum Education  
Support Centre

# Charging & Remissions Policy

DESC values the mental health and wellbeing of every member of its community.

Our policies reflect the core values of respect and support for each other in every aspect of life. Our aim is that all in our community, through working together, to feel safe and secure in an environment, which enables and equips every individual to thrive and be respectful of each other's strengths and differences.

## **Introduction**

### **Aims**

The aims of this policy are:

- To make clear the regulations re charging and remission of charges
- To ensure a fair and equitable approach to charging for all learners
- To enable Dacorum Education Support Centre to provide extra-curricular and enrichment activities for all learners
- To establish clear guidance when asking parents and carers for voluntary contributions

### **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for Centre activities and the Education Act 1996, sections 449-462 of which set out the law on charging for Centre activities in maintained Schools in England.

### **Definitions**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## **Roles and responsibilities**

### **The Management Committee**

The Management Committee has overall responsibility for approving and monitoring the Charging and Remissions Policy but can delegate this to an advisory group, the chair, deputy, Headteacher, Business Manager and Management Committee Member with Financial oversight.

### **The Headteacher**

The Headteacher is responsible for ensuring staff and schools are familiar with the charging and remissions policy, and that it is being applied consistently.

### **Staff**

Our staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

### **Parents/Carers**

Parents and carers are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions policy.

## **1. Core Offer (Non-chargeable)**

### **Education**

- Admission applications – see following section of this policy
- Education provided during Centre hours (including the supply of any materials, books, instruments or other equipment)
- The Centre covers the cost of any payments/deposits for sports equipment used during PE and Outside Learning activities or Centre trips
- Off-Site Alternative Provision and Work Experience – the cost of any alternative provision off-site will be met by the Centre
- Education provided outside Centre hours if it is part of:
  - The Centre's curriculum
  - A syllabus for a prescribed public examination that the learner is being prepared for at the Centre
- Instrumental or vocal tuition, for learners learning individually or in groups, unless the tuition is provided at the request of the learner's parent
- Entry for a prescribed public examination if the learner has been prepared for it at the Centre. No charges will be levied for entering learners for public examinations (including GCSEs, Functional Skills and vocational qualifications), but a charge may be made should the exam fall outside of standard regulations or require additional preparation
- Examination re-sit(s) if the learner is being prepared for the re-sit(s) at the Centre

### **Transport**

- Transporting registered learners to or from the Centre premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered learners to other premises where the Management Committee or local authority has arranged for learners to be educated
- Transport that enables a learner to meet an examination requirement when he or she has been prepared for that examination at the Centre
- Transport provided in connection with an educational visit
- No charge is made for the use of the Centre's minibus or people carriers, nor for any transport in staff cars. Where public transport is used in activities or trips this will be funded by the Centre.
- In exceptional circumstances the Headteacher may authorise the travel home of a learner to be funded by the Centre. Any lost bus/train travel passes will only be replaced after a set charge is paid to the County transport department.

### **Residential visits**

- Education provided on any visit that takes place during Centre hours
- Education provided on any visit that takes place outside Centre hours if it is part of:

- The Centre's curriculum
- A syllabus for a public examination that the learner is being entered for at DESC

## **2. Non-Core Activities (Chargeable)**

### **Education**

- AWPU – Age Weighted Pupil Unit, PP – Pupil Premium and PP+ - Pupil Premium Plus – The Centre will charge schools where a managed move of a learner has taken place and the learner remains dual registered with their original school. The charge will take effect once the learner is on roll at the Centre and the school is invoiced termly
- DESC uniform (polo-shirt, sweatshirt and fleece)
- Any materials, books or equipment, which the learner's parent wishes him or her to own (e.g. recommended books or revision study guides)
- Any damage to Centre equipment or premises may result in parents/carers being invoiced for the price of replacements or the costs of repairs (including labour charges)
- Should any learner fail to attend an exam they have been entered for the Centre reserves the right to charge for the appropriate fee to recoup losses
- Requesting a remark or scrutiny of results may result in costs being charged to parents/carers, generally costs are met by the Centre at the Headteachers discretion
- A charge may be made should an exam fall outside of standard regulations or require additional preparation
- Parents will be asked to sign an agreement representing all relevant parts of this policy as part of the induction process

### **KS1 – 2 long-term intervention (more than 12 weeks)**

Learners at KS 1 – 2 who are referred to The Haven for additional support for periods longer than 12 weeks will be enrolled on a dual-registered basis, with DESC acting as the subsidiary school. DESC will invoice the referring school termly for the learners associated AWPU and PP funding received by the referring school.

### **KS3 long-term intervention (more than 12 weeks)**

At KS3, where learners have been referred to the hub programme they shall remain on the roll of the main school. If further specific interventions are required, learners will be enrolled on a dual-registered basis, with DESC acting as the subsidiary school. DESC will invoice the referring school termly for the learners associated AWPU and PP funding received by the referring school.

### **KS4**

At KS4, where learners have been referred to DESC for either years 10 and 11 or year 11 specifically, learners will be enrolled at DESC on a dual-registered basis, with DESC acting as the subsidiary school. DESC will invoice the referring school termly for the learners associated AWPU and PP funding received by the referring school.

Learners referred to DESC from out of the Dacorum Borough area wherever possible will

continue to be dual-registered status with a mainstream school and the AWPU, PP and PP+ requested and invoiced on a termly basis.

### **Outreach Services**

As part of Hertfordshire's tiered approach to emotional wellbeing, engagement and behaviour, Outreach services are provided by DESC at no cost to referring schools at Tiers 2 and 3. Where a learner requires additional and specific support at Tier 3, the cost of this will be negotiated between DESC and the school.

For learners who are Children Looked After, DESC will request the Pupil Premium Plus funding from the Virtual School as part of the Personal Education Plan process.

### **Therapeutic Services**

Therapeutic Services has its own menu of chargeable services, for example counselling, CBT and Drawing and Talking. For specific details of costs, please contact the Therapeutic Services Lead.

### **Breakages / Damages**

While our learners are frequently dis-regulated, they are often able to quickly regain control of their actions. Where learners are reminded of their responsibilities and still choose to break or damage buildings, equipment or facilities, parents/carers may be charged the full amount of the cost of repairing/replacing the damaged item. This will be means-tested following appropriate discussion between SLT and the parent/carer or an amount commensurate with the damage, context and mitigating circumstances.

Where learners break or damage buildings, equipment or facilities during the height of a dis-regulated reaction, learners' parents/carers will not be charged for the breakage at the discretion of the Assistant Head responsible for the area.

### **Residential visits**

The Centre can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. This is at the Headteachers discretion and will be communicated to parents in advance of finalising the residential trip's participants.

### **Voluntary contributions**

In addition, the Centre may ask for voluntary contributions from parents/carers to fund activities during Centre hours which would not otherwise be possible. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the Centre is unable to raise enough funds for an activity or visit, then it will be cancelled.

## **Remissions**

In some circumstances the Centre may not charge for items or activities. This will be at the discretion of the Management Committee and will depend on the activity in question.

### **Remissions for residential visits**

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received.
- The guaranteed element of State Pension Credit 6
- An income related employment and support allowance that was introduced on 27 October 2008

## **3. Monitoring arrangements**

The Centre Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed and updated by the Centre Business Manager annually. At every review, the policy will be ratified and approved by members of the Management Committee.