

# CHARGING POLICY

JUNE 2018



## CONTENTS

INTRODUCTION .....	3
SCHOOLTRIPS/VISITS AND ACTIVITIES .....	3
Trips and Activities during the School Day .....	3
Charges for Residential Visits .....	3
Extra Curricular Clubs and Activities.....	3
School Uniform .....	3
LOSS OF /DAMAGE TO SCHOOL PROPERTY .....	4
Failure to attend a public examination for which the pupil is entered or exclusion from the exam in response to not following exam guidelines .....	4
CHARGES TO SCHOOLS .....	4
Transport Charges .....	5
Outreach Services .....	6

## INTRODUCTION

We do not charge for any activity undertaken during school hours as part of the Curriculum.

## SCHOOLTRIPS/VISITS AND ACTIVITIES

### TRIPS AND ACTIVITIES DURING THE SCHOOL DAY

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the Federation have decided not to ask for any contribution from parents/carers.

The following is a list of additional activities sometimes organized by the school. This list is not exhaustive:

- visits to museums;
- sporting activities – sometimes involving transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

### CHARGES FOR RESIDENTIAL VISITS

If any of the schools organise a residential visit in school time or mainly school time, which is to provide education directly related to the Curriculum, the Federation will not ask for a contribution from parents/carers. Where a residential trip takes place mainly outside of the school curriculum time, the Federation may ask for voluntary contributions towards board and lodgings if a trip involves an overnight stay.

### EXTRA CURRICULAR CLUBS AND ACTIVITIES

The Federation do not charge or seek any contribution from parents/carers for out-of-school clubs with the exception of sometimes requesting support for transport where a parent / carer is unable to provide transport directly. Clubs are additional to the educational day and not compulsory or related to school education.

## SCHOOL UNIFORM

Each learner will be provided with only one new tie free of charge. All other uniform expenses will be expected to be met by the parents / carers. However, pupils who arrive at school without uniform or whose parents / carers indicate that there will be a delay in providing uniform may be offered school shoes or other uniform on a loan basis pending securing their own clothing for school. Parents/carers will be charged for any replacement articles of the school uniform where ties are lost or borrowed items not returned.

Fleeces are available for pupils to wear in school over the winter months. Fleeces are allocated to individual pupils and are provided free of charge to wear during break and lunch times. It is the responsibility of the pupil to ensure the fleece is appropriately used and any deliberate damage caused will be invoiced to parents for repair or replacement.

## LOSS OF /DAMAGE TO SCHOOL PROPERTY

Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour. This is explained in more detail in the Federation Behaviour Policy where reparation for damage is outlined as part of the restorative approach which underpins the ethos of how behaviour is managed in the Federation. Where deliberate or repeated damage is caused and reparation is not deemed suitable, parents will be invoiced for the full cost of repair or replacement.

## FAILURE TO ATTEND A PUBLIC EXAMINATION FOR WHICH THE PUPIL IS ENTERED OR EXCLUSION FROM THE EXAM IN RESPONSE TO NOT FOLLOWING EXAM GUIDELINES

Where a pupil chooses to miss a public examination which incurs fees, recompense will be sought from parents / carers to cover the costs of the missed exam. Where a pupil is excluded, this will not apply unless the exclusion is directly linked to the pupil being asked to leave an exam due to failure to abide by national examination expectations in relation to behaviour and fair practice.

## CHARGES TO SCHOOLS

Children and young people attending schools within Bexley are able to access respite provision through the Refocus Programme without charge to the school as this is part of the NHF strategy to reduce permanent exclusion. Charges have been made in the past for this service which is not appropriate as the Federation is funded to provide time limited placements as part of the local strategy for inclusion. However, where a child is resident in Bexley but is not attending a Bexley school, charges will apply for all respite placements at a cost of £120 per day over the full 14 week programme. Places will always be offered to pupils living in Bexley and attending Bexley schools in the first instance.

Long term placements at Key Stage 4 are charged on the basis of a "top up" payment which is approximately equated to the AWPU money schools receive. Charges are made to school on a half termly basis (1/6<sup>th</sup> AWPU) retrospectively. As pupils arrive at different points during each half term period, charges will be incurred where the pupil arrives before the mid-point each half term with those arriving after the mid-point not incurring charges until the next half term. The cut off dates for each half term will be published each year and made public to schools to ensure clarity and equal practice. For example: a pupil who accesses a long term placement from the third week in September will incur a full half term charge (September – October) whereas a pupil arriving in the second week in October will not incur any charge for that half term and no charges will be levied until the next half term period, November – December.

Where pupils are taken on a school roll as part of the good practice arrangements having been permanently excluded or having moved into area at Key Stage 4, AWPU charges will be made to the school to be passed as "top up" to New Horizons. However, charges will only be made for pupils who are included on the school's October census as funding will not otherwise be available to the receiving school. Therefore, Year 11 pupils going onto a school roll after the October census will incur no charge and Year 10 pupils who go onto a school roll after this date will not be charged for until the next academic year. Schools should not be disadvantaged by charges, but it is essential that any funding attached to a pupil on a school roll who is then educated by New Horizons is funded by AWPU.

Pupils who are referred to the Refocus Programme must remain on the main roll of their home school. Where a manage move has been agreed upon completion of the placement, the pupil must continue to remain on the home school roll until they are transferred to the roll of another mainstream school. The pupil's status at Horizons Academy will always be as a subsidiary pupil who is dual roll with their home school.

Pupils who are on long term KS4 placements will remain as dual roll until the end of the first week in January of their final year of compulsory education, where they will be taken on single roll by Horizons Academy. Prior to this, they will be on the main roll of their home school. The change in status is in recognition of the fact that the Horizons Academy is preparing them for their final exams and the results will remain the responsibility of Horizons Academy.

Pupils accessing time limited medical needs provision or in situ intervention will always remain on the roll of their mainstream school and charges will apply in line with AWPU. All placements for medical needs pupils are reviewed on a 6 weekly basis and this will be followed by a charge to the school for 1/6<sup>th</sup> of the AWPU money to reflect the term's educational provision being offered where the pupil is attending education off the home school site and 1/12<sup>th</sup> of the AWPU for every 6 weeks of in situ support. All charges are made in retrospect and, therefore, charges are invoiced for services already accessed. The pupil must always remain on their home school roll as their placement is under continual review and it is the aim where the pupil is not attending their mainstream school to return the pupil to school as soon as is appropriate based on their individual needs.

All associated costs for long term placements including exam entries will be discussed with the home school and may be charged accordingly. Details of associated costs will be discussed and agreed with the school representative upon admission to Horizons Academy.

## TRANSPORT CHARGES

Where a pupil is permanently excluded, transport costs may be met by the Local Authority. Transport for pupils accessing the Refocus Programme remains the responsibility of the parent / carer. However, it is the responsibility of the home school to work with the parent / carer to ensure that the placement is accessed and support may be discussed between them. In some cases, home schools use Pupil Premium funding to support vulnerable pupils accessing the respite placement they require in order to avoid permanent exclusion. Pupils accessing long term KS4 placements do not qualify for transport provided by the Local Authority. Pupils with medical needs do not qualify for funded transport, although there may be negotiation between the home school and parent / carer.

It is expected that parents / carers are fully involved in ensuring their pupil attends their placement at Horizons Academy as would be expected for any pupil attending a mainstream school. Providing transport can be a potential barrier to future attendance and successful reintegration if it is perceived as the easier option for families rather than sending the child / young person to a mainstream school. This is a situation which must be avoided at all cost.

Pupils with EHC Plans who attend either Aspire Academy or Endeavour Academy may qualify for transport funded by the Local Authority depending on their home address. Again, the aim is to move pupils to independent travel at the earliest and most appropriate point.

New Horizons Federation do not fund any transport for pupils accessing any of their provisions.

## OUTREACH SERVICES

New Horizons Federation charge for additional services through the Outreach Team based on Service Level Agreements offered to Primary, Secondary and Selective Schools and Academies. Service Level Agreements are reviewed annually and allow schools to choose between menus of support packages specially designed to meet the needs of each type of school. These services include all behaviour support and training to schools as part of the whole borough inclusion strategy.

Specific workshops and accredited programmes targeting behaviours which place young people at risk of exclusion are available to all schools and academies both in and outside the London Borough of Bexley. Costs will vary dependent on number of pupils referred and distance travelled. All Service Level Agreements, menu of programmes and costs are reviewed annually and are available from the Head of Outreach Services.

No charges are made for reintegration support back into mainstream schools which is within the 6-12 week reintegration plan. Support outside of this programme may incur a daily charge where the school is seeking regular and significant support. Further reintegration support may be negotiated between the school and Head of Outreach.

## DOCUMENT REVISION

Date	Who	Description
Jan 2017		Reviewed
Dec 2017	JH	Re-formatted
Jun 2018	JS	Reviewed
Jun 2018	Governors	Approved