



### **GOSDEN HOUSE SCHOOL ACCESSIBILITY POLICY**

*Gosden House School recognises and values the contributions that parents, carers, governors and other members of the community can make. We will endeavour to encourage the wider community to understand the aims and vision of the school and to involve them wherever possible.*

#### **Provision of information in other formats**

*We will endeavour, wherever possible, to provide information in alternative formats when required or requested. Examples of this are by using email, royal mail, enlarged print versions, audio tapes, translations, symbolled text. Adequate prior notice would be required through the school office.*

#### **Accessibility to premises**

*To continue to ensure that the school building and grounds are accessible to the extended school community, pupils, staff, governors, parents and community members.*

## **GOSDEN HOUSE SCHOOL** **CHARGING AND REMISSIONS POLICY**

#### **Statement of Policy**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 9.30am to 3.30pm.

#### **Roles and responsibilities of headteacher, other staff, governors**

The headteacher will ensure that the following applies:

#### **During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

*Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving traveling to another venue or visitors to school who provide a service.*

#### **Additional costs for Day trips**

- Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made.
- Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.

- Every effort will be made to ensure that the voluntary contributions are collected but, if insufficient funding is received, the school reserves the right to cancel the trip.
- Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- Where a child may be unable to pay the voluntary contribution requested because of financial hardship, consideration may be given to reducing the voluntary contribution expected. Any shortfall may be met from the School Fund.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who are unable to pay a voluntary contribution because of financial hardship-
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.
- Parents who would qualify for financial support are those who meet the free school meal eligibility criteria.

### **Optional activities outside of the school day**

The school will charge for optional, extra activities provided outside of the school day, for example extra curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. The school reserves the right to cancel such activities at any time.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential Trips**

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

- Charges levied for residential trips will represent the actual cost of providing the trip. This will include board and lodging and all other relevant costs. No profit is expected to be made. If the costs of the trip are less than expected any surplus will be held in School Fund for use for another trip.
- An initial deposit will usually be requested and the option to pay by instalments will be offered.
- Every effort will be made to ensure that payments are all collected but, if insufficient funding is received, the school reserves the right to cancel the trip.
- Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- Where a child may be unable to pay the cost requested because of financial hardship, consideration will be given to cover the shortfall from the School Fund.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who are unable to pay the cost requested because of financial hardship-
- Children will be treated equally regardless of how their costs have been paid for.
- Parents who would qualify for financial support are those who meet the free school meal eligibility criteria.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. Parents who would qualify for support are those who meet the free school meal eligibility criteria.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Arrangements for monitoring and evaluation**

The governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

<b>Implemented:</b>	<b>September 2013</b>
<b>Reviewed :</b>	<b>January 2016</b>
<b>Next Review:</b>	<b>January 2017</b>
<b>Person responsible</b>	<b>Business Manager</b>