



Cranbury College Charging and Remissions Policy

Document Control Information

Version	DATE	DESCRIPTION
1	July 2015	Adopted by Management Committee
2	June 2017	Reviewed and approved by FPS committee
3		
4		

Reviewed	MH
Responsibility	SBM
Committee	FPS
Review Date	19/06/2017
Approved Date	29/06/2017
Signed	Debbie Owen-Mann, Vice-Chair of Management Committee

PUPILS AND PARENTS

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals are provided with a free lunch to encourage engagement, increase socialisation and ensure they have at least one meal a day

3. School Uniform

Cranbury College uniform comprises a black Cranbury College embroidered sweatshirt or polo shirt, black trousers and black shoes and the College provides the sweatshirt and polo shirt free of charge to new pupils and at the start of the new academic year if required or when pupils have outgrown their existing uniform. Other items are provided by the parent(s)/guardian(s).

The headteacher will decide whether it is appropriate to charge for replacements for lost or damaged Cranbury College uniform; if the decision is that a charge should be made, the cost is £10 per item.

4. Public examinations

There is no charge for examinations taken by pupils solely on Cranbury College's roll. Cranbury College will recharge all exam entry costs incurred for dual-roll pupils to the originating school.

5. Activities that take place during school hours (including the break in the middle of the school day)

There is no charge for timetabled activities during school hours.

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- optional extras

The cost of optional extras

The headteacher will decide when it is appropriate to charge for optional activities, and the levels of charge will be set by the headteacher on the recommendation of the School Business Manager. The charges, when determined, may be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

7. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 6**.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking

place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours

8. Alternative Education Provision including music tuition

Cranbury College follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule but the College provides this free of charge.

The school makes no charge for Alternative Education Provision delivered by outside specialists given to either an individual pupil or groups of any appropriate size as part of the Cranbury College standard provision

9. Extended services

Cranbury College is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- breakfast club
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

These services are generally provided free of charge

10. Damage to property and breakages

Where school property has been wilfully damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and are dependent on the situation.

Cranbury College operates a cost and outcome Tariff for damages to school property (see Appendix 1)

11. Remissions and concessions

The school may give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

12. Voluntary contributions

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

13. Inability or unwillingness to pay

Cranbury College is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

LOCAL AUTHORITY/OTHER SCHOOLS

1. Recharging the Local Authority

Cranbury College recharges the Local Authority for services commissioned by the Local Authority that are not part of its usual provision. These services include, but are not limited to:

- Alternative Provision for LA-commissioned additional projects eg the ongoing Non-School Roll project between Cranbury College and RBC SEN Commissioning Team
- Alternative Education Provision for SEN pupils over and above those costs already agreed and included in the Cranbury College budgeted provision -charging for these costs is agreed with LA Education Finance before the service is provided.

2. Charging other schools

Cranbury College charges other schools for services commissioned by the Local Authority that are not part of its usual provision. These services include, but are not limited to:

- Tuition and all other costs for Medical dual-registered pupils - charged as per RBC Medical Charging Policy
- AWPU and other costs for Managed Move pupils - only in extremis, with strict criteria and agreed by the Headteacher
- Provision of Team Teach training (see Appendix 2 for charges)
- Using the services of the Behaviour Support Team and other Cranbury College Services To Schools (see Appendix 2 for charges)
- Other costs and expenses arising from Cranbury College provision that need to be recouped

Appendix 1

Cranbury College - Tariff for damages to school property.

Level of damage	Explanation	Outcome
Level 1	Low cost damage - up to £15	Letter to be sent home to alert parent/carer of cost and request for payment to cover damages. A 3 strike system will be in place for level 1 damage. After 3 strikes it will be taken up to a level 2.
Level 2	Medium cost - up to £100	Written warning/ TVP requested to log incident. Letter sent home to request payment and reported to RBC for possible hand over for collection of payment.
Level 3	Cost over £100	TVP informed - the outcome could be a caution or criminal damage proceedings. RBC informed for possible collection of payment. Parents informed. Possible FTE/IIP

Cranbury College will endeavour to find the best solution that will support a safe and respectful environment for all of our students and staff.

Our College aims to prepare students for their next steps in life and education. Criminal activities in the community, workplace or further education settings are not tolerated.

A vital part of preparation for life after Cranbury is helping individuals take responsibility for their actions.

Criminal actions such as criminal damage, stealing, assault, racist or homophobic abuse will be reported by the College to Thames Valley Police and Reading Borough Council.

Appendix 2

Behaviour Support - Cranbury College Outreach
Service Level Agreement 1st April 2017 - 31st March 2018

<u>Service Name</u>	<u>Description</u>	<u>Offer to</u>
Behaviour Support Training and Development - Maintained (£250 per half day)	We provide, or signpost to, high quality training for all school-based staff to improve behaviour for learning, classroom management and nurture provision. Where possible, training is bespoke and created in collaboration with school to ensure maximum impact. Our training packages have been consistently graded as outstanding by service users both locally and nationally.	Subsidised for maintained schools
Behaviour Support Training and Development - Academy/Free/OLA (£400 per half day)		Academies/Free Schools/Outside of LA - No subsidies
<p>Cranbury College Outreach Behaviour Services</p> <p><i>Academies - £70/hr for both SW & A-M SW</i></p> <p><i>Maintained - Schools Forum funding buys 10 hours school time plus 5 hours admin time basic package</i></p> <p><i>Extra hours @ £45/hr for both school and admin time - each hour of school time has a half hour admin charge attached</i></p> <p><i>(Reading Girls = 15 hours of A-M S-W (10 hours school time plus 5 hours admin as above))</i></p>	<p>Cranbury College Outreach (Behaviour Services): a bespoke package of support can be negotiated.</p> <p>Core services include:</p> <ul style="list-style-type: none"> - Observations, case work, professional reports - Performance development and in-class coaching of staff - Data management advice - Support to SENCOs working with EBSD pupils - PSP support for individual children - Attendance at school consultation meetings, Team around the Child meetings and any other relevant professional meetings. - Bespoke packages of support for schools where exclusions are high when compared with local and national indicators - Evaluate the impact of pupil premium or SEN spend for individual children experiencing behavioural or emotional difficulties - Support school to develop their evidence for the behaviour and safety sections of their SEF <p><i>We aim to build capacity in schools, by working alongside school staff. Our advice follows the most proven, up to date, locally</i></p>	<p>Academies/Free Schools/Outside of LA - No subsidies</p> <p>Subsidised for maintained schools</p>

	<i>focused strategy, policy, tools and pedagogy. Our teams are all school based practitioners who work in classrooms with challenging behaviours and test our methods, training and policies.</i>	
HLTA Support -maintained - (£20 per hour)	Our specialist HLTAs can be commissioned for a term to work with classroom teams to moderate the behaviour of children experiencing difficulties and improve their academic achievement. Our aim is to build skills within the classroom team to enable them to manage the individual more effectively once support has ended.	All maintained schools and nurseries - subsidised
HLTA Support - academies - (£30 per hour)		Academies/Free Schools/Outside of LA - no subsidy
Team Teach Training (£400 per 12 members of staff - minimum of 2 tutors required to run a training session) Mop up at £50 per person	Accredited 6 hour foundation Team Teach Training. Led by our team of intermediate and advanced tutors. We also offer refreshers and emergency advice for trained schools at no extra cost.	All

OTHER OUTREACH AND SERVICES

	time to suit the school. Sessions to include: GTKY, anger management, negative thought processing, positive thinking, classroom management, conflict management, flight or fight response, final session - to be held at Cranbury College so pupils can look round the school	
Individual Pupil assessment - £400	Analysis of the 3 aspects of the child's life that ultimately impact on progress and behaviour: environment, emotional and education. Includes home visits and a range of assessments. All assessed information included in a Cranbury College formulation with recommendations to enable future planning	All schools
Inset/CPD training - £250 per staff member for half day/ £110 for 1.5 hour twilight session	Training offered includes: CBT, Circle of Friends, classroom observations, how to run effective PSPs, working effectively with parents/stakeholders, structuring playtimes, Monitoring and evaluating your AP offer, SEND support and consultation, coaching and support for staff, training for teachers/teaching assistants/lunchtime supervisors	All schools
Parenting Strategies - bespoke quote		All schools
Individual Pastoral Support Plan - £70 per hour	Organising and leading PSPs to achieve effective outcomes. Working closely with schools, parents and outside agencies	All schools
Year 6 Transitional Outreach Support - £360	Includes on2 2 hour group session per week over a 6 week period to prepare Year 6 pupils for the transition from Primary to Secondary school	All schools
SEND consultation - £70 per hour	Advice for ECHP applications and assessments and a wide range of training including ASD, behaviour, Specific Learning Difficulties, Poor Working Memory	All schools
Strategy consultation - £70 per hour	Consultation with Cranbury College senior leaders to develop a school behaviour management system. Includes: audit of systems, observations and feedback, written report with action plan and recommendations	All schools