

Moor House School & College

Charging and Remissions Policy and Procedures



This policy was agreed on:	November 2022
Who needs to read this:	Parents and Finance department Staff
Review Cycle	Every two years
Date of next review	November 2024
Current status:	Draft / Being Reviewed / Approved by FAC
The person responsible for this policy is:	The Bursar & Business Manager
The committee responsible for this policy is:	Finance and Audit Committee

Executive Summary

1. The Charging and Remissions Policy identifies how Moor House School & College aims to ensure that activities offered are available regardless of their parents' ability or willingness to meet the cost.
2. This policy explains how parents can apply to have costs of activities remitted if they are not able to contribute.
3. The policy identifies those activities/ equipment for which charges may be levied and which charges may be remitted for parents or carers experiencing hardship.

Introduction

The vast majority of Moor House students have an Education, Health and Care Plan (EHCP) or are in the process of undergoing statutory assessment for an EHCP. In rare cases, Trustees will have given approval for parents to fund part or full placement at Moor House. Where Moor House is named on the student's EHCP, their fees are paid by the placing Local Authority. In exceptional circumstances, the Local Authority may arrange for the family to pay part of the child's fees.

All students at Moor House have been assessed as being suitable to attend Moor House because their needs meet the criteria as outlined in the Moor House Admissions Policy

Policy Aims & Objectives

- To enable all children and young people to take full advantage of the education, therapy and activities provide by Moor House.
- To ensure that activities offered are available regardless of their parents' or carers' ability or willingness to meet the cost;
- To identify those activities for which charges may be levied;
- To determine which charges will be remitted for parents experiencing hardship;
- To ensure that the responsibilities for charging and remissions policy are clearly and appropriately allocated.

Procedures and Practices

1. Parents will be invited to make voluntary contributions towards the costs of day trips, including trips to the theatre, entrances to castles, etc,
2. In the case of residential trips, parents will be invited to contribute most of the cost. The trip organiser will assess whether the trip will go ahead based on the level of contribution received.
3. Parents will be requested to pay for the cost of activities that are not part of the National Curriculum and take place outside the teaching day. Such activities include for example music lessons, private swimming lessons and horse riding.
4. Other items that parents will be requested to pay for include:
 - a. Exam resits,
 - b. Breakfast for Day students wishing to have breakfast with us, and
 - c. Overnight stays for Day students, which are subject to bed space availability.
 - d. The cost of any specialist equipment or clothing required for vocational courses undertaken at partner colleges (Year 11 and above)

The costs of these activities include the additional costs incurred to provide the staffing of these activities, such as providing cover for staff participating in these activities.

5. It should be noted that charges will NOT:
 - a. Exceed the cost of providing the activity/item divided by the number of participating children and young people (there will be no profit);
 - b. Include costs related to other children and young people;
 - c. Prevent a child or young person from attending an activity if they are unable to contribute.
6. All reasonable steps are taken to ensure that all of our students have equal access to all elements of life at Moor House.
7. Where the parent is not able to contribute, they may apply to the Bursar & Business Manager for the costs to be remitted and covered by the Welfare Fund.
8. Parents of students in the sixth form provision are eligible to apply for ESFA Bursary funding if they meet the criteria for this funding. This funding can be used to support the student's learning and independence skill development. Bursaries are allocated annually in the autumn term.

9. Parents in receipt of Universal Credit, other income support, income-based job seekers allowance, child tax credit, the guaranteed element of state pension credit, income related employment and support allowance, or support under part VI of the Immigration and Asylum Act 1999 (proof to be provided) will automatically be eligible for remission of the cost of:
 - a. Residential trips, if they are part of the National Curriculum or form part of the syllabus of a prescribed public examination.
 - b. Board and lodging of a residential stay outside school hours.

Requests by parents to fund part or full placement at Moor House

10. Requests by parents to fund part or full placement at Moor House, including residential places, will only be considered in exceptional circumstances. Applications for parental funding must be approved by both the Chair of Trustees and the chair of FAC and no offer, or suggestion that such an arrangement might be possible, should be made before the required authorisation has been obtained.
11. Moor House will consider the appropriateness and sustainability of all requests received. If the request is deemed appropriate and there is available space to accept the request a money laundering check will be completed. Where the funding is coming from a relative or other third party, the money laundering check will be extended to cover the source of the funds.
12. Where the request covers day or residential fees for Moor House, a further financial check will be completed to ensure that the parents have sufficient funds to pay for the fees in order to reduce the risk that child's placement cannot be maintained for the appropriate time. Parents will be requested to provide evidence in support of the information provided such as P60's, bank statements, property valuations, mortgage statements etc.
13. Parents offering to pay day-fees will be required to pay a deposit equal to one full term's fees. Each term's fees will be payable in full in advance of that term commencing.
14. Parents offering to pay the residential fee supplement will be asked to pay these in full in advance of each term commencing.
15. The parents request, together with the evidence gathered in support of their ability to pay, will be forwarded to the Chair and Chair of FAC for approval before the request is granted. Where required, additional information to support the appropriateness of the request will be provided by the principal.
16. Parents retain a right to request reconsideration of the trustees' decision if they believe there is additional information to support their request not considered when the decision was taken. The trustees decision will be final.

This policy will be reviewed every two years, by the Finance and Audit committee