



DAWN HOUSE SCHOOL – STAFF HANDBOOK	
Policy Title: Charging and Remissions Policy	
Section: 2	Policy No: 2.23
Version Date: Summer Term 2017	Review Date: Summer Term 2018
Name of Originator: MW	Designation: SBM

Introduction

The school recognises the valuable contribution that the wide range of additional activities can make towards our pupil/student's personal and social development, e.g. cooking, design and technology, educational visits, etc. The school aims to promote and provide such activities as part of a broad and balanced curriculum for them.

Charging policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The school endorses the guiding principles contained in the Act, in particular that no pupil/student should have their access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the foundation stage curriculum requirements. No charge can be made for education and care during a pupil/student's entitlement.

The school reserves the right to make a charge in the following circumstances:

- **Voluntary contributions** the school may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and the pupils/students of parents who are unable or unwilling to contribute will not be discriminated against.
- **At Dawn House School** we make an annual charge for food technology, design and technology and for FE students a contribution towards taxi/transport costs. The charge is aimed at meeting costs and not exceeding costs, i.e. the school does not aim to profit from any voluntary contributions.
- **In the event of insufficient voluntary contributions** being made some activities may have to be cancelled.

- **Loss, damage and breakages** in cases of loss, damage or breakages of school resources and/or equipment the school will make a charge to cover the cost of replacement.

General

The school may, from time to time, amend the categories for which a charge may be made. The school reserves the right to revise the Charging and Remissions Policy as necessary.

Remissions Policy

Where the parents are unable to meet any one of the charges the school may make they can apply in confidence to the Principal for the remission of charges in part or full. The Principal in consultation with the finance department will make authorisation of remission.

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