

# Manor School

## Charging Policy

Updated November 2014

# **Manor Special School Charging and Remissions Policy**

## **Introduction**

This document sets out the Charging Policy of Manor School and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

## **Educational Visits and Extra-curricular activities**

Our Governors support off-site activities which the Headteacher considers to be of good educational value and are complementary to the curriculum.

Where costs are involved, parents will sometimes be asked to contribute so that each activity is as self-funding as possible. Manor School staff and transport costs will be met by school. If funds received are insufficient the visit will be subsidised by our school as we recognise that these visits enrich our pupils lives, support the development of their communication and social skills and for many of our pupils are the only opportunities they have to visit new places and access the wider community.

## **Voluntary Contributions for Non Curriculum Activities**

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. These contributions support the funding of these activities but are voluntary. Staff costs will always be met by school as will vehicle costs.

## **Residential Visits for Curriculum Activities**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, no charge is made for the education element. A charge will, however, be made to cover the costs of board and lodging. Activities which take place out of normal school hours, costs of hiring trained staff for specialist activities will be charged in addition to board and lodgings. Manor staff costs and vehicle costs will be met by school.

## **Swimming**

The school organises swimming lessons for all children. These take place in school time and, and although they exceed the National Curriculum requirement, the school does not charge parents as we believe this is an essential part of our pupils physical development and offers wonderful opportunities to communicate, develop social skills and independence skills..

## **Equine Therapy**

The school organises equine therapy sessions for groups of pupils. These take place in school time and, and although they exceed the National Curriculum requirement, the school does not charge to parents. The Friends of Manor School supports the school in covering costs for this activity.

## **After School Activities**

The school offers an after school club on Mondays and Tuesdays to provide parents with the option for their child to have an extended day/respite session run by school staff. There is a charge to parents for this to cover the staffing costs for this out of school hours club. The costs are kept low as they just cover costs to the school and are kept lower than any other local respite/after school club in the area.

## **Damages or Breakages**

Our school covers the costs for damages and breakages. Parents will be informed if a pattern of behaviour is noted and an action plan written to address this.

## **Uniform**

Our uniform is optional although most parents choose for their child to wear it. The uniform is purchased directly from Tesco. The school offers staff the option of wearing a staff uniform where the cost is covered by the school; staff uniform is optional.

Our school does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

## **Minibus**

Our school has a minibus which is used for trips and visits both locally and further afield. The bus is driven by staff who have the appropriate driving license. A bus diary is kept in the office for reservations. We are unable hire or lend our bus to other organisations.

If a minibus is required where an in school driver cannot be found then we will hire a driver from Brent Transport. Costs of this will be covered by the school and will not be included in the cost of the trip.

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