



The  
**Rise**  
**Partnership**  
**Trust**

Love • Learn • Laugh

## **Charging and Remissions Policy**

July 2021

Approved	12 <sup>th</sup> July 2021
Review date	July 2022

## **Introduction**

This document sets out the Charging Policy for all RPT schools and provides information to parents on the circumstances where RPT schools 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 Trust support off-site activities which the Principal and Heads of Schools consider 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. RPT staff and transport costs will be met by each school. If funds received are insufficient the visit will be subsidised by each school as RPT 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, each 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 each school as will vehicle costs.

## **Residential Visits for Curriculum Activities**

If a RPT 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. Staff costs and vehicle costs will be met by each school.

## **Swimming**

RPT schools organises swimming lessons for all pupils (for older pupils these may be part of an options programme i.e. not every week). These sessions take place in school time and, although they exceed the national requirement, RPT schools do 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.

## **Damages or Breakages**

RPT schools cover the costs for damages and breakages to school equipment, building etc. but not for items brought in from home (see Lost Property and Damage to Items/Belongings Policy). Parents will be informed if a pattern of behaviour is noted and an action plan written to address this.

## **Uniform**

School uniform is optional although most parents choose for their child to wear it. The uniform is purchased directly from the supplier (office staff can advise/see school website for additional information). Each RPT school offers their staff the option of wearing a staff uniform where the cost is covered by the individual school; staff uniform is optional.

RPT schools do not accept responsibility for lost or damaged articles of clothing or any personal possessions. Parents are asked to label their child's clothing as it is impossible to know who items belong to when there is no name attached.

## **Minibus**

RPT has two minibuses which are 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.

**Updated July 2021**