



CHARGES AND REMISSIONS POLICY

Charges, Voluntary Contributions, Remissions & Refunds

Date	Review Date	Coordinator	Nominated Governor
01/09/2021	01/09/2022	Kathy Baines	Rob Kenwell

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Data Protection Act 2018
- United Kingdom General Data Protection Regulation (UK GDPR)
- Regulation of Investigatory Powers Act 2000
- Fraud Act 2006
- Bribery Act 2010

As an independent school in Wales, we receive no state funding (other than to support pupils with EHCPs or Statements of Special Educational Needs). We are not subject to the laws relating to charging and remissions for maintained schools. We charge for placements at the school including additional support as and when agreed with parents.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education. We want to ensure that our pupils have a wide range of enrichment activities available to them whilst at the school or in our boarding provision.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

The majority of activities which take place mainly during school hours or are an essential part of the curriculum will be provided without additional charge.

We are aware that we are able to ask for contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

We will refund in full all contributions if an activity has had to be cancelled by us.

We will inform parents on low incomes and in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit of the support available to them when we ask for payment towards the cost of school visits.

We have started a crowd funding campaign in order to raise money from parents and other members of the local community, for *general maintenance of the school buildings and new play equipment*.

We understand that 'crowd funding is the practice of funding a project or venture by raising small amounts of money from a large number of people, typically via the Internet. Crowd funding is a form of crowd sourcing and alternative finance'.

Crowd funding is a new fundraising venture for us and we are hopeful that it will be a major success in raising much needed extra funds for the benefits of our pupils. As a registered charity we are subject to law and regulation by the Charity Commission on funding raising activities and using the money raised in pursuance of our charitable objects.

We are committed to preventing fraud and corruption by creating a culture within the school which deters fraudulent activity by having in place systems and procedures that will assist in the prevention, detection and the investigation of fraud and corruption.

We wish to conduct all school business in an honest and ethical manner and therefore to prevent and eliminate any fraudulent and corrupt practices. We expect all school personnel to adhere to the Code of Conduct and for them to raise any concerns they may have relating to fraud and corruption.

We must ensure the safe handling of cash and receipts as cash transactions are one of the most vulnerable activities in any school.

We have a responsibility to ensure all money such as coinage, bank notes or cheques that is brought into school for payment of school meals, school uniform, educational school trips, charity fundraising, school sponsorship money, will be safely handled by school personnel or volunteers following set procedures.

We have a duty to safeguard all school personnel and volunteers involved in receipting, collecting and counting cash by having in place security procedures that will mitigate against the loss of cash whether through fraud, misappropriation or mistake.

We expect any person connected with the school to report any suspected fraudulent or corrupt activities to the Headteacher.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aim

- To outline what the school will charge for in addition to placement fees.
- To outline the school's approach to fundraising.
- To ensure the safe handling of cash and receipts by having in place set procedures.
- To safeguard all school personnel and volunteers involved in receipting, collecting and counting cash.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a Bursar with responsibility to manage effective financial systems and to ensure internal controls prevent and detect any frauds promptly;
- delegated powers and responsibilities to the Headteacher to oversee the financial arrangements on behalf of the Governing Body;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
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Role of the Headteacher

The Headteacher will:

- ensure there are systems for the safe handling of any cash and receipts by having in place set procedures;
- safeguard all school personnel and volunteers involved in receipting, collecting and counting cash;
- work closely with the Bursar;

Bursar

The Bursar will:

- lead the development of this policy throughout the school;
- maintain safe and effective procedures for cash handling:
 - All money brought into school by pupils will be taken to the Bursarial Department
 - Under no circumstances will cash be stored in classrooms at any time.
 - All money brought into the school office by parents will be recorded and will be acknowledged by the issue of a receipt.
 - Cash must be counted by two members of the school office in a secure room for security purposes.
 - Ensure that school fees are not paid in cash above a value of £10,000 under any circumstances
 - Everyday money will be banked or made secure in the school safe.
 - Risk assessments and safe operating procedures are in place for the safe banking of cash and cheques.
- have in place internal controls to prevent fraud and corruption;

- maintain and manage all financial records;
- provide an Annual Report and Financial Statement;
- cooperate with the independent financial auditor;
- comply with all accounting requirements relevant to the Companies Act and Charity SORP's;
- deal with all allegations of suspected fraud and financial irregularities;
- ensure all governors and school personnel declare all gifts and hospitality that is offered to them in line with the School's Bribery and Corruption Policy;
- declare all gifts and hospitality that is offered to him/her in line with the School's Bribery and Corruption Policy;
- report to the Headteacher and the Governing Body all allegations of suspected fraud and financial irregularities;
- work closely with the Headteacher and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

When charges may or may not apply

Charges will not be made for the provision of education and materials which is expressly included in the fee for pupil placements. Any other activities, support or material will be charged for at a rate determined by the governors upon advice being provided by the bursar.

Support for Parents/Carers

The Governing Body may:

- consider support for any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- create a school fund with the assistance of the ODA that will support parent/carers who are unable to pay voluntary contributions.

Refunds

Refunds will be given if:

- an educational visit / school event has been cancelled and cannot be rearranged.

Refunds may not be given if:

- a child is absent due to illness or exclusion and their place cannot be reallocated.