

Broomhill Infant School

Charging and Remissions Policy



Amended: October 2018

Reviewed September 2021

Under the terms of the Education Act 1996, the governing body of a school may choose to charge for certain activities, and to request contributions for other activities. Broomhill Infant School endorses the guiding principles contained within the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

The Department for Education require both the Local Authority and the Governors of individual schools to formulate their respective charging and remissions policies. The Governors of this school present their Charging and Remissions policy as follows:

During School Hours

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum but do ask for a voluntary contribution.

Parents will be expected to pay for:

- The board and lodging element of all residential trips and visits which relate to the National Curriculum
- The cost of ingredients or materials if parents have indicated in advance that they wish to own the finished product.
- Activities arranged by a third party subject to certain conditions and requirements.

Please see Appendix 1 for details of Broomhill Infant School's offer of Therapeutic and SEND Support to schools with costings included.

Outside School Hours

Charges will be made for 'optional extras' defined as:

- Falling wholly or mainly outside of school hours that is not part of the National Curriculum
- Other activities providing participation on the optional extra activity is on the basis of parental choice and a willingness to meet the charges.
- Transport
- Board and Lodgings for a pupil on a residential visit

- Charges for individual pupils may not:
- Exceed the actual cost of providing the optional extra activity divided by the number of pupils planned to participate.
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay; or include the cost of alternative provision for more pupils who do not wish to participate where a small part of the activity takes place in school hours.

Voluntary Contributions

If an activity takes place partly or wholly in school hours, then voluntary contributions will be asked for to cover the costs. The 1988 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self-explanatory. Subsidies from various sources e.g. School Fund or donations from the PFA, will be considered to cover the deficits. Wherever possible, the school will give sufficient notice to allow parents/carers to pay by instalments if the cost of the activity is significant.

If parents /carers wish their child to take part in a school trip or event, but is unable or unwilling to make a voluntary contribution, the child will be allowed to participate fully in the trip or activity. No child will be left out if his/her parents could or would not contribute towards the cost. However, if insufficient voluntary contributions are received for the trip or activity to be viable, the school reserves the right to cancel the trip or activity and refund any monies already paid.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities
- Outdoor adventure activities
- Visits to or by theatre companies
- School trips
- Musical events
- Transport

Damages, breakages or loss

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to equipment or the fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for wilful damage by their children to school property.

In the event of reading or library books being lost or damaged, parents/carers will be asked to replace the book, or alternatively pay a charge of £5.

The Governing Body has agreed that the following activities should be fully funded by parents/carers unless full funding is provided by an alternative source e.g. Free School Meals:

- **Breakfast Club**
- **Year 2 Camp** - Children in Year 2 are given the opportunity to take part in a residential visit. This activity does not form part of the National Curriculum and parents/carers will be expected to pay the full cost including the cost of the activities, transport and board and lodgings where applicable. There is, however, the opportunity to pay by instalments. Alternative provision will be made for Year 2 children who remain in school.

Remissions

Parents / carers in receipt of the following benefits:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue that does not exceed an income related employment and support allowance
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.
- will be entitled to remission of the following charges:
- The full cost of board and lodging on residential visits in school time
- The full cost of board and lodging on residential visits outside school time which are covered by the following criteria:
 - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
 - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002

Parents should be made aware of these remissions when a forthcoming trip is announced.

Applying for remission of charges

Parents and carers will be asked to complete a 'Request for Remission of Charges' form for each activity for which a remission of charges is requested. This includes activities for which the school has a statutory obligation to grant a remission. An example of this form can be found below.

Remission will normally be for the full amount of the charge, however where discretion is permitted the Headteacher may propose a partial remission.

BROOMHILL INFANT SCHOOL
REQUEST FOR REMISSION OF CHARGES

Pupil Name.....

Class.....

Activity Details.....

Date of activity.....

I confirm that the above pupil is in receipt of free school meals: **Yes/No** (delete as appropriate)

I confirm that I am in receipt of one the following benefits: **Yes/No** (delete as appropriate)

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue that does not exceed an income related employment and support allowance
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Please write which benefit(s) here and provide evidence.....

.....

I confirm that the above details are correct

Parent/Carer signature.....

Date.....

Office use only:

Free meals review date:

Evidence sighted and copied.....

Headteacher/delegated authority signature:

Date Full /Partial remission..... (please specify)

Appendix 1

Programme of Therapeutic and SEND Support

at

Broomhill Infant & Junior Schools



Here at Broomhill Infant and Junior School we pride ourselves on being an inclusive school that is able to offer a wide range of intervention and support to ensure that we meet the needs of the pupils in our care. We work closely with local schools and understand that we all work hard to ensure children receive the support that is needed. However, due to various barriers, it is not always possible to deliver, resource or maintain the required interventions and as a result some schools are left in a really challenging and difficult situation. We want to work with schools and can offer a bespoke package of support that other local professionals can utilise to reduce the pressure and help meet the needs of pupils with additional needs.

Initial Assessment £30.00

To assist us in planning an individualised therapeutic programme, we will visit and observe the child in their educational setting and discuss the needs of the child, family and school. Schools will then be provided with a range of options that best fit the needs of the child, this information will include viable costs. We are happy to discuss how we can best support each child, their family and your school.

All members of staff have received certified training that is regularly updated including follow up refresher training. Teachers and Practitioners have chosen their specialist field based on their skills, interests and passion. All are committed to their professional development enabling them to give their best to our children.

Therapeutic Programmes Available

Please note that there is a waiting list for some interventions. These are provisional costs based on one to one and group sessions.

Attention Autism (Infants and Juniors)

Developed by Gina Davies a specialist speech and language therapist. Each session builds communication, interaction, attention and concentration. Children learn how to focus on adult led activities, learning new skills in a fun and practical way. Sessions are run in small groups or one to one dependent on the child's need.

One to one £30 (30 minutes) Group £20 (30 minutes)

Intensive Interaction – ASD (Infants)

Intensive one to one play sessions focus on developing social and emotional communication, enjoyment of interactions, learning to communicate using vocalisations, facial expressions and gesture, becoming relaxed making eye contact and much more. Sessions lead on to children becoming more tolerant in their play, developing early play skills such as sharing and taking turns and being able to safely play alongside others in a happy and safe environment. Can work towards developing a readiness for learning, group work and managing whole class learning, as well as develop strategies for managing to manage strong emotions.

One to one £30 (30 minutes)

Picture Exchange Communication System (PECS) (Infants)

Early intervention enables children to develop expressive communication skills using symbols and visual aids that supports the development of communication and social skills. We can support you to use Picture Exchange Communication effectively. This can be done at Broomhill or we can visit your school to offer one to one sessions alongside the supporting practitioner. Communication packs are developed and shared with the school. During a visit if needed we can also offer advice on making small changes to the learning environment.

One to one £30 (30 minutes)

Makaton (Infants)

Signs and symbols are used to support children to communicate. We are an official inclusive **Makaton Friendly School**. If you would like support with developing Makaton to support the communication needs of children & families we are able to offer an approach of modelling best practice. Costs are dependent on level of support.

Lego Brick Play (Infants and Juniors)

Originally developed by Dr.Dan LeGoff, a Paediatric Neuropsychologist in the USA. Lego Brick Play is a social development programme for children with autism spectrum disorders and related social communication difficulties. Children work together to build LEGO models and through planned sessions have the opportunity to develop social skills such as turn taking, collaboration and social communication. LEGO based therapy can be individual, paired or in small groups.

One to One £35 (30 minutes) Paired £30 (45 minutes) Small group £20 (1 hour)

SIX BRICKS (Infants)

SIX BRICKS is a pedagogical approach developed by Care for Education in partnership with the LEGO Foundation. Through fun and short activities with sets of LEGO DUPLO bricks in six bright colours, children can practice their memory, movement, creativity and more. Activities are adapted and specifically planned for each child to match their skills and interests.

- Language such as describing in rich detail, giving clear instructions, explaining your reasons, and telling stories, which helps you to communicate with others and express your ideas.
- Problem solving including to stay focused, and remember a task or a challenge, set goals and make plans, come up with creative ideas, and reflect on what you do and how you do it.
- Collaboration as in working together in pairs or teams, share turns and the materials you work with, learn from your peers and their ideas, and give each other roles and responsibilities.

One to One £35 (30 minutes)

Rebound Therapy (Infants & Juniors)

To improve a wide range of physical and cognitive skills through fun one to one sessions. An adult is expected to stay with the child any may be asked to assist as a 'spotter' around the trampoline. This fun experience will provide children with opportunities to develop their posture, core stability and balance, movement, muscle tone, fitness and exercise tolerance, relaxation, concentration skills, communication skills and confidence.

Our trained practitioners will create a Rebound therapy plan tailored to meet the child's individual capabilities and needs.

£40 (30 minutes)

Intensive Play Therapies (Infants)

Child Centred Play sessions focus on play being the natural language of children. Through intensive Play sessions relationships are formed that provide a safe, consistent, therapeutic environment in which a child can experience full acceptance, empathy, and understanding. Trained staff enable children to process inner experiences and feelings through play and symbols. This therapeutic intervention is often used alongside Sand Therapy sessions.

£40 (30 minutes)

Sandplay Therapy (Infants and Juniors)

An accredited Practitioner in Therapeutic Sandplay Skills provides one to one sessions giving children the opportunity to expressive themselves creatively in a non-verbal approach. In sandplay therapy, the child sets up a world in a sand tray that corresponds to their inner state using objects and figures in the arrangement of the sand. We agree with many other therapist, who have found that children who have difficulties in verbally expressing their real emotions or who have adopted a defensive position move on a stage when using sand. Sand is an ideal medium to integrate with many talking therapies such as our ELSA sessions.

£40 (30 minutes)

Animal Assisted Play Therapy (Infants)

Accreditation and training through the International Institute of Animal Assisted Play Therapy. The relationship between the therapist (owner of Jack) and Jack (our school dog) must be developed in positive, mutually respectful ways, in which Jack has a voice and choice whenever possible. AAPT is a form of therapy conducted by mental health professionals, health professionals and educators. It integrates the fields of animal-assisted

therapy and play therapy, incorporating significant aspects of animal behaviour, welfare, and ethics. Sessions focus on the involvement of Jack in the context of play therapy, in which the trained therapists and Jack engages with the child through playful interventions. Sessions support the development of communication skills, social and emotional skills, empathy, confidence and resilience.

£50 (30 minutes)

ELSA (Infants and Juniors)

Trained teaching practitioners work alongside Educational Psychologists applying their professional knowledge of children's social and emotional development to areas of need experienced by children. We develop and deliver individualised support programmes to meet the emotional needs of children through one to one ELSA sessions and group ELSA sessions based on the level of need. Educational Psychologists provide on-going professional supervision to help maintain high quality work undertaken by ELSAs.

One to one £40 Group £20 (30 minutes)

Drawing & Talking Therapy (Infants & Juniors)

Highly effective person-centred therapeutic play work approach. The purpose of the method is to draw with a person that the child feels comfortable with, at the same time each week. The trusted person will learn to ask a number of non-intrusive questions about the drawing, and over time a symbolic resolution is found to old conflicts and trauma is healed. Children that maybe referred for this intervention are not realising their full potential, either academically or socially, are at risk of being/is excluded from school, have suffered trauma, are (or are in the process of being) adopted or fostered, suffer because of separated or divorced parents, Suffer from anxiety, stress or phobias, have suffered a loss or bereavement of any kind, are withdrawn or continually unhappy, are ill, disabled or autistic, find it difficult to make friends, bully others or are bullied themselves, display inappropriate behaviour, incarceration of a family member, don't play or suffer with transition.

£250 for 12 sessions (30 minutes)

Freedom Programme for Children (Juniors)

This programme is to provide support to those children who are living with or who are survivors of Domestic Violence and Abuse.

One to one £30 (30 minutes) Group £20 (45 minutes)

Forest School (Infants and Juniors)

An evidence-based intervention that can increase a child's confidence and self-esteem through exploration, problem solving, and being encouraged to learn how to assess and take appropriate risks depending on their environment.

£30 per session (delivered in a group)

Dance Massage & TACPAC (Infants)

We have developed Dance Massage to provide an experience that uses music as a main focus to encourage communication between the individual and the Dance Massage partner. A variety of sensory objects/tools are explored on different areas of the upper body and hands along to the rhythm and beats within the preferred piece of music. Dance Massage runs alongside our TACPAC sessions providing an opportunity for children to be aware of music, explore different sounds/rhythms in different ways, supports communication skills such as vocalising, turn taking, echoing and making choices, support the awareness of their body.

One to one £40 Group £30 (30 minutes)

Programmes that are offered will be agreed by all professionals and families and will be tailored to meet the individuals and or group's needs.

Exclusive to the Infant School

Morning sessions including meet and greet, two intervention, snack and free flow play £100

Afternoon session including meet and greet, one intervention & free flow play £80.

Referral Process

Referral forms can be downloaded from the school website. Referral forms are expected to be completed by the school, in most cases the child's Class Teacher. The referral form is detailed and aims at providing us with a good understanding of the child's needs.

Costs

Costs shown are per child.