

SEN Trust Southend



MAT Charging and Remissions Policy

(APPROVED BY TRUST BOARD)

SEN TRUST SOUTHEND
KINGSDOWN SCHOOL
LANCASTER SCHOOL
ST. NICHOLAS SCHOOL
THE ST. CHRISTOPHER SCHOOL

CREATED:	JULY 2025
REVIEWED	NOVEMBER 2025
AMENDED	
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NEXT REVIEW DATE:	JULY 2026

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1. Admissions

The schools **do not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.

2. Education provided during school hours

Subject to the limited exceptions outlined in this policy, the schools **do not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

3. Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the curriculum followed by the school, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.

4. School meals

- The schools **do not** charge for school meals where the pupil is eligible for free school meals.
- Pupils who are not entitled to free school meals **will** be charged.

5. Prescribed public examinations

- The schools **do not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the school.
- However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the schools **may** seek to recover the fee from the pupil's parent/carer.

6. Materials, books, instruments or equipment

- The schools **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.
- Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

7. Music, instrumental or vocal tuition

- The schools **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.
- The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.
- **No charge** will be made if the tuition is:
 - provided to a pupil who is looked after by a local authority; or
 - provided as part of the curriculum followed by the school during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the school.

8. Transport

The schools **do not** charge for:

- transporting pupils to or from the school's premises where the local authority has a statutory obligation to provide transport

- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the school
- transport provided in connection with an educational visit during the school day/term time

9. Residential visits

- The schools **do not** charge for:
 - education provided whilst on any visit that takes place during school hours
 - education provided on any visit that takes place outside school hours if it is part of the curriculum followed by the school, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or is part of religious education
 - supply teachers to cover for those teachers who are accompanying pupils on a residential visit
- The schools **will** charge for board and lodging relating to residential visits (**see section 10**).

10. Optional extras

- The schools **do** charge for 'optional extras'.
- Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.
- Optional extras include:
 - education provided outside of school hours that is not part of the curriculum followed by the school, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of religious education
 - examination entry fee(s) if the pupil has not been prepared for the examination(s) by the school
 - other transport (outside of that outlined in **section 8**)
 - board and lodging for a pupil on a residential visit
 - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)
- In calculating the cost of an optional extra an amount **will** be included in relation to:
 - any materials, books, instruments or equipment provided in connection with the optional extra
 - the cost of buildings and accommodation
 - non-teaching staff
 - teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers or other staff engaged specifically to provide the optional extra
 - the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
 - Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.
- The cost of ingredients, materials, equipment etc needed for practical subjects is budgeted for and borne by the school. The school may charge for, or require the supply of ingredients and materials if the product is to be owned and taken home by the child. The school will inform parents prior to activities.
- Activities offered by the individual schools and the charges for them can be found in the Annexes at the end of this document.
 - For regular activities, the charges for each activity will be determined by the Local Governing Board and reviewed in July each year. Parents/carers will be informed of the charges in advance in September each year.

- This policy will be reviewed annually.

11. Voluntary contributions

- The schools may ask parents/carers for voluntary contributions for the benefit of the school or any of its activities.
- Where it is intended that an activity is to be funded by voluntary contributions, the Headteacher will ensure that parents/carers are made aware at the outset that:
 - the activity cannot be funded without voluntary contributions
 - there is no obligation to make any contribution
 - if insufficient voluntary contributions are raised to fund the activity, and the school is unable to fund it from some other source, then the activity will be cancelled
- No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12. Refunds

- Request for refunds for activities will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.
- In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment. In cases where this is not possible, the refund will be made via BACS.
- The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school on the basis of a pupil's breach of the school's behaviour policy.

13. Damage to property and breakages

- Where the school's property has been wilfully or recklessly damaged by a pupil or parent/carer, the school **may** charge those responsible for some or all of the cost of repair or replacement.
- Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school **may** charge those responsible for some or all of the cost.

14. Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits) in the instance that the school can provide sponsorship:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit – if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits)

15. Complaints

Complaints regarding this policy or its application should be raised under the school's usual complaints procedure.

The Trust Board confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The schools will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Appendix 1 – TSCS Charging Statement

THE ST. CHRISTOPHER SCHOOL

SEN Trust Southend

Academy Trust - Special School

Mountdale Gardens, Leigh-on-Sea, Essex SS9 4AW

Headteacher: Mr D Woodman

Deputy Headteacher: Mrs E Kirk

Telephone: (01702) 524193

E.Mail: office@tscs.southend.sch.uk

Web: www.thestchristopherschool.co.uk



The St. Christopher School - Charging Statement

Charges are made for:

School Meals	£2.50 for primary students £2.75 for secondary students
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After School Activities:

After School Club Wednesdays 3.00pm – 4.00pm	£3.00 per session
After School Extended Care 3.00pm – 6.00pm	£30.00 per session or £10.00 per hour (Social Care Direct Payments can be used)
Chris Cross After School Activities	£5.00 per session

Holiday Clubs:

Chris Cross Holiday Club 10.00am – 3.00pm	£52.00 for 4 days or £15.00 per day
Special Needs Activity Club (SNAC)* 10.00am – 3.00pm	£28.50 per day for Southend students
For pupils who require specialist additional staffing	£29.50 per day for Essex students (Social Care Direct Payments can be used)

** These costs are currently under review in conjunction with the Local Authority*

We request contributions towards:

- Food Technology Between £10.00 - £20.00 per term
- Charity days Discretionary donations

All charges and contributions are non-profit making to the school and are kept to a minimum to cover the cost of the activity.

September 2025

Appendix 2 – Lancaster School Charging Statement



**LANCASTER
SCHOOL**

Prittlewell Chase, Westcliff-on-sea, Essex SS0 0RT



01702 342543



office@lancaster.southend.sch.uk



www.lancaster.southend.sch.uk

SEN Trust Southend



Headteacher: Tom Jackson-Owens

Charging Statement – May 2025

Charges are made for:

School Meals (students)	£3.00 per meal
School Meals (staff)	£3.00 per meal
Self Catering meals	£3.00 per meal
After School Clubs (3.30pm-4.30pm or 5.30pm)	£6.00 per hour
Holiday clubs (9.00am-3.00pm, including lunch)	£35-£40 per day (dependent on student numbers and activities)

We request contributions towards:

School trips, visits and residentials	Cost varies, charge to reflect full cost of the trip including entrance, travel and staff overtime if applicable. All charges are voluntary.
Voluntary contributions	£15 per term towards costs of cooking, swimming lessons, offsite activities.
Charity days	Discretionary donations

All charges and contributions are non-profit making to the school and are kept to a minimum to cover the cost of the activity.



Appendix 3 – Kingsdown School Charging Statement

Kingsdown School

Charging Statement

Charging Statement

Charges are made for:

- School Meals £2.70 per day

We request contributions towards:

- Snacks at break times £10.00 per term
- School trips and visits * £2.00 - £10.00 per trip
- Charity days Discretionary donations

* The school will at times ask parents to contribute to the cost of an activity. All contributions are voluntary. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

Children representing the school e.g., at a special event or musical event will not be charged for transport.

All charges and contributions are non-profit making to the school and are kept to a minimum to cover the cost of the activity.

Updated by: Tracy Summerhill - September 2025

Next review date: September 2026

Appendix 4 – St. Nicholas School Charging Statement



ST. NICHOLAS SCHOOL

Philpott Avenue, Southend-on-Sea, SS2 4RL
Headteacher: Mrs L. Fox

Telephone: (01702) 462322
Email: office@st-nicholas.southend.sch.uk
Web: www.stnicholas-school.co.uk

SEN Trust Southend



ENJOY ASPIRE ACHIEVE

St Nicholas School Charging Statement

Charges are made for:

- | | |
|---|--------------------------|
| • School Meals (staff & pupils) | £2.30 per meal |
| • Residential Visits:
(usually around £250-£300 per residential) | Varies according to cost |
| • Non-Curriculum Based Trips
(e.g some Theatre Trips, Activity Centre Trip etc.) | Varies according to cost |
| • Special Events:
(e.g Valentine, Xmas Disco etc.) | £3.00 |
| • Year 11 Prom | £30 |
| • Duke of Edinburgh Award Participation | £35 |

After School Activities:

Most After School Clubs are not chargeable and clubs offered vary from term to term.
If an After School Cooking Club is offered, then the following charge applies:
After School Cooking Club: £2.50 per session

We request contributions towards:

- | | |
|--|------------------------------------|
| • Key Stage 3 Home Economics: | £10.00 per term |
| • Individual Music Tuition:
(free for those on Pupil Premium) | £50/ term |
| • School trips and visits | *varies according to cost per trip |
| • Charity days | Discretionary donations |

* The school will at times also ask parents to contribute to the cost of an activity. All contributions for trips or activities linked to the curriculum are voluntary. If a parent wishes their child to take part in a curriculum linked school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

All charges and contributions are non-profit making to the school and are kept to a minimum to cover the cost of the activity.

June 2025

