



**Brooksward School**

# Statement of Charges 2024 - 2025

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*Publication on website			
Denbigh Alliance website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Nonstatutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Statements in nonstatutory policies approved by the CEO.  Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

### Introduction and purpose

The objective of this Statement is to provide details of applicable charges by Brooksward school, clarifying where charges arise with specified values, relevant and payable for a number of activities and events.

The Statement of Charges will be updated annually and published by the start of the Autumn Term.

Details as follows:

1. Where activities take place in school time, parents may be invited to make voluntary contributions towards the cost of the activity.
2. Where activities take place outside school time, charges will be levied where appropriate.
3. Residential trips, where a trip involves an overnight stay parents/carers will be charged for the cost of the students' transport, activities, board and lodging and any additional insurance required, except where parents/carers are in receipt of a qualifying support payment. The school reserves the right to cancel the trip if the costs have not been covered by parental contributions or other funding. Arrangements are available for the payments to be made in instalments.
4. Parents/carers will be required to meet the cost of breakages and damages where this is a result of misbehaviour:
  - 4.1. The Denbigh Alliance Trust and its schools/academies are zero tolerant of malicious or deliberate damage, and the Headteacher will consider taking appropriate action, including reporting the matter to the Police for prosecution if necessary.
  - 4.2. The full costs of damage incurred will be invoiced to and payable by parents/carers of those student(s) involved.
  - 4.3. Failure to pay for the cost of damages will result in privileges to attend trips or the annual Prom being withheld.
  - 4.4. Failure to repay such costs will result in any funds due to be repaid to the student, for instance trip refunds, being withheld.
5. Photocopies of student records requested by parents/carers will be charged at the rate of 20p per page.
6. For a list of the current qualifying support payments parents/carers should contact the Brooksward School. Requests for remission of charges should be made, in confidence, to the Headteacher and supported by evidence of receipt of a qualifying support payment.

### **Charges**

1. Charges will be made for instrumental music tuition, for this academic year the charge is £229.95 paid in advance for 'normally' a twenty-minute group lesson. If the fees for the lessons are not met, then the school will cease to provide the lessons.
2. Appropriate charges will be made in Design and Technology and Cooking where parents have indicated in advance that they wish to own their child's finished work.
3. For payments made via Scopyay for meals, parents are advised to utilise funds on accounts as students approach their leaving date in order to reduce the account balance to zero. Balances remaining on accounts following students leaving will be transferred (if possible) to sibling accounts, and remaining balances will be repaid if in excess of £5.

4. Library books are loaned to students on the strict understanding that the books remain the property of Brooksward School and, at the end of a course or when the student leaves school – whichever occurs first – the books will be returned to school in good condition. Books which are lost or damaged beyond reasonable use will have to be paid for or replaced by the student or their parents/carers. In addition, any funds due to be repaid to the student or parent /carer (for example: trip refund) will also be withheld until the school has been reimbursed.
5. Brooksward organises a variety of After school clubs between 3.15 and 4.15pm each day. There is a nominal charge for all clubs led by Brooksward Staff. Clubs are charged at a higher rate only if provided by an external provider and this charge will vary depending on the club offered. Any parent/carers in receipt of one of the prescribed benefits (below) will not be charged for after school clubs.
6. Brooksward school run a Breakfast Club from 7.45am each morning. Again the school makes a nominal charge per day for this club except where a parent is in receipt of one of the following prescribed benefits or allowances:
  - Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
  - Income Support
  - Income-based Jobseeker's Allowance
  - Income-related Employment and Support Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The guarantee element of Pension Credit
  - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
  - Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

If a parent is in receipt of one of the above benefits, their child's Breakfast Club and after school club will be fully subsidised through Pupil Premium funding.

7. When Brooksward school organises day visits/activities/workshops which take place wholly within the normal school hours, parents will be asked to make a contribution and pupils will not be excluded through the inability or unwillingness to pay. However, the visit/activity/workshop can only go ahead if there are sufficient contributions to cover the costs. If the pupil is registered to receive Pupil Premium funding, the cost can be fully subsidised. Contributions are requested via a yearly 'Enrichment Fund' charge capped at £30 per academic year per child.
8. Where a visit takes place 50% or more hours out of school hours, eg. A residential visit, parents will be charged the full cost. Parents who can prove they are in receipt of the prescribed benefits (as above) may apply in writing to the Headteacher to have remission of the charge of up to 50%. All applications will be treated in the strictest confidence and the Headteacher will respond to them in writing.

Although no child will be excluded from any activity through a family's inability or unwillingness to pay a voluntary contribution, the school will require sufficient funds to cover costs and if this is not possible activities will have to be cancelled.