



School/Centre Fees and Charging Policy
 Responsible person – Principal
 Next scheduled review – Summer 2019

Date	Reviewed by	Amended (Y/N)
Spring 2007	Janet Dunn	Yes
Spring 2009	Janet Dunn	Yes
Spring 2010	Janet Dunn	Yes
Spring 2011	Janet Dunn	Yes
Spring 2012	Janet Dunn	Yes
Spring 2013	Janet Dunn	Yes
Spring 2014	Janet Dunn	Yes
Spring 2015	Janet Dunn	No
Spring 2017	Janet Dunn	Yes
Spring 2018	Janet Dunn	Yes
Summer 2020		



MEATH SCHOOL SCHOOL/CENTRE FEES AND CHARGING POLICY

School Fees

- An agreement to place a child at Meath includes an acceptance, by the purchaser, of the responsibility for paying school fees, and a signed contract.
- All school fees are invoiced to and paid for by the funding agent (LA, corporate, family).
- Invoices are issued by I CAN and are payable a term or yearly in advance. (Discounts apply for yearly payments.)
- The fee levels are set by the Trustees of ICAN on advice from the Executive during the annual budgeting process.
- LAs are notified in advance by ICAN of any changes to be implemented from the beginning of the new financial year, in line with the LGA/NASS contract guidance.
- LAs can receive a breakdown of fee structures for their information (Health, Care, Education). Explanations concerning any 'exceptional' fee increases are detailed and discussed with LA representatives.
- Day pupils can stay for overnight opportunities in the residential setting if funding is in place (LA, Social Services, voluntary income, parent/carer funding, pupil premium).
- Fees for non LA placements cannot be reduced by the EFA amount per child (£10,000 p.a.)

PRIVATELY FUNDED PLACEMENTS

Deposits

- The aim of this is to ensure that families fully commit to the placement offered in a short timescale.
- As soon as a privately funded placement is offered a 10% deposit can be requested and the contract sent out straight away. The deposit is refundable in the first term's fee.
- The family need to be aware that a placement cannot be held open if they do not pay the deposit inside the required deadlines.

Centre Assessment Fees

- A charge is made for the two-day independent assessment, which can be arranged at the request of an LA, parent/carer or other professional either for information only or prior to possible placement at the school (or an associated SEND Tribunal).
- Credit card/Debit card details are requested prior to assessment to generate any cancellation charges.
- Payment is due three weeks prior to assessment. Payment is taken using the details supplied on the payment form. If requested the purchaser can be invoiced by I CAN in time for payment to be paid three weeks prior to the assessment date. If the assessment is booked within the three week period, payment will be due immediately (see I CAN Centre Assessment policy).
- For families who fulfil a set of criteria there may be financial support to cover assessment fees (all or part).

Voluntary Contributions from Parents/Carers

- We do not charge parents or carers for any activity or resource that is an essential element in the delivery of education.
- Voluntary contributions are requested to cover the cost of certain activities e.g. visits to theatres, educational trips, etc. Pupil Premium may also be used.
- A termly contribution to the School Fund is requested from parents/carers to cover extracurricular activities e.g. gym centre visits and workshops..
- The costs of school meals are currently covered by school fees.
- No pupil is denied an opportunity to go on a trip or join an activity if their parents or carers are unable or unwilling to make a voluntary contribution. We have a small fund that can be used to subsidise the full cost in support of individual cases of hardship where specific evidence is produced.

Parental Contributions to Costs

- Parents/carers are asked to pay for swimming if at the local leisure centre.
- After School Clubs and Breakfast Clubs are offered to all of the day children at a charge per session.
- Parents/carers can fund overnight opportunities for their child.
- The annual Holiday Club is largely funded via voluntary income, but parents/carers are requested to make a voluntary contribution.
- The Year 6 leavers' Residential Week is funded by families, Pupil Premium or in exceptional circumstances, the school.

Consultancy/Outreach/Advisory/Training Services

- Costs are agreed with each purchaser prior to commencement of the activities and are dependent on the number and level of staff and skills, knowledge and expertise required, and the length of each project. Service level agreements will always be in place.

Additional Income

- Rental income can be gained (where contracts agree terms and conditions and costs), via the swimming pool, Woodland Park, assessment centre, gym and the school hall.