

# Charging & Remissions Policy



**Chelsea Community Hospital School**

**SEPTEMBER 2024**

THIS IS A CHARGING & REMISSIONS POLICY FOR CHELSEA COMMUNITY HOSPITAL SCHOOL WHICH HAS BEEN WRITTEN IN CONSULTATION WITH REPRESENTATIVES FROM THE WHOLE SCHOOL COMMUNITY INCLUDING STAFF, GOVERNORS, RESPECTIVE HEALTH TRUSTS, LOCAL AUTHORITY, PUPILS AND PARENTS.

## **School Mission Statement**

**The Chelsea Community Hospital School aims to ensure that children and young people have their rights to education preserved as hospital school pupils, community pupils or home tuition pupils.**

**We aim to provide a broad and balanced curriculum, in line with the National Curriculum, taking into consideration each student's individual needs, and through this to extend the development of the whole child, spiritually, socially and intellectually.**

**We firmly believe that education is a partnership between school and home, and we actively seek parental involvement in the learning process.**

### SCHOOL BACKGROUND INFORMATION

- We are a Community Special School providing education for students and young people while they are in hospital.
- We also provide places for a number of pupils who cannot access mainstream school due to their medical conditions.
- Our school is based across five NHS hospital sites in central London as well as a site for community pupils, they are: The Chelsea and Westminster Hospital, The Royal Brompton Hospital, St. Mary's Hospital, The Collingham Child and Family Centre, Lavender Walk Adolescent Unit and the Chelsea Community College for our community pupils. We also work with children and young people in their home settings when necessary.
- We teach across all key stages in both primary and secondary.

### TOTAL NO. OF PUPILS

Variable due to hospital admissions.

### DISSEMINATION

Key information from this policy will be incorporated into the following documents where appropriate:

- School website
- Staff induction materials
- Governor induction materials
- Pupil documentation
- Newsletters
- Staff meetings
- Parent events
- On request from the school office

### POLICY IMPLEMENTATION DATE

January 2023

### POLICY REVIEWED

October 2024

### POLICY REVIEW DATE

October 2025

NAME: \_\_\_\_ Marie Sherlock \_\_\_\_

DATE: \_\_ October 2024

## **Purpose of Policy**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **Relationship to other policies**

The policy compliments the school's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy.

## **Roles and responsibilities of headteacher, other staff and governors**

The headteacher, staff and governors will ensure that the following applies:

**1. *No charges will be made for***

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Entry for public examinations and other accredited awards and qualifications.
- Education provided on any trip that takes place during school hours
- Workshops, performances and creative events held in the school.
- Transport provided in connection with an educational trip.
- Access to the school holiday programmes in the hospitals

Our policy is not to charge for any of these activities however some parents do on occasion provide pocket money for their children.

## **Monitoring and review**

The governing body will monitor this policy to ensure that the curriculum provides the best possible opportunities for our pupils. It will be reviewed on a regular basis.

Monitoring will continue through the year at various key stage meetings.