



5. Charging and Remissions

Date Adopted: February 2019

Review – February 2020

See EOTAS policy control document (held by Business Manager) for status, notes and actions pertaining to this policy

Charging for damages (to be read in conjunction with the Behaviour policy number 25)

EOTAS reserves the right to make reasonable reparation charges in the following circumstances:

- Damage to equipment, property or premises.
- Failure to attend Public/External Examinations

(Charges will be issued at the discretion of the Head of Centre/Head of EOTAS on a case by case basis.) Upon entry into the EOTAS service, parents/carers will be made aware of the following potential charges.

In the case of charges being made EOTAS will:

- Contact parents/carers to discuss the incident
- Establish the cost of replacement/repair/fee incurred.
- Confirm in writing the cost and charge to be made to parent/carer.

Charges will be made on the following basis:

- Cost of up to £100 damage a 50% charge.
- Cost of between £100-£250 a 30% charge
- Cost of over £250 a 15% charge

Charging for EOTAS placements – to be read in conjunction with the Admissions policy (number 2)

The Fernbrook Centre (permanently excluded students)

The Local Authority commission an agreed amount of places each year along with a negotiated top-up fee to support the service to meet the needs of the students.

The Riverside Centre (vulnerable and anxious)

The Local Authority commission an agreed amount of places each year. In addition, the referring mainstream school will be charged a top up rate. This is calculated at a daily rate based on an agreed annual fee which is authorised by Schools Forum each year.

April 18 – March 19 – Top up fee is £6500

April 19 – March 20 – Top up fee is £6500

The daily rate is charged from the day that the student is supported by EOTAS and is considered to be 'dual-registered' with the mainstream school. All referrals for this service is carried out via the EOTAS non-pex'd panel meeting. A direct debit will be requested by Swindon Borough Council at the beginning of each term to cover charges for the previous term.

Schools outside the boundary of Swindon Borough Council and colleges/alternative provisions wishing to make a referral to the admissions panel may do so. The charges for this will be an additional commissioned place plus the tops up fee. Please contact EOTAS for current charging rates.

GWH, Hospital and Home Education Service

Universal Offer

This is funded directly by the Local Authority to EOTAS to provide:-

- A dedicated, equipped educational space within the children's ward of GWH which is staffed by experienced teachers
- Teaching for students who:
 - are an in-patient at the Great Western Hospital and are well enough to be taught and/or
 - have complex medical conditions which require frequent admissions to hospital for treatment
- Advice and consultation to schools/academies regarding the education of students with medical and/or mental health needs up to 10 hours per school in any academic year. For example:
 - Dedicated staff who will act as lead professionals to liaise with medical staff and advise schools and academies on the delivery of personalised learning programmes for children with medical needs.
 - Attendance in an advisory capacity at relevant multi-agency and review meetings for in-patients and non-hospitalised students.
 - Family liaison.

Please note that if the advice and consultation to a school reaches more than 10 hours per year, then charges based on an hourly rate will apply as per the rates below.

The Individual Offer

This is a chargeable service commissioned by the mainstream school and comprises of:-

- Direct educational support chargeable for:-
 - Tuition (1:1 or in a small group) – plus fixed fee mileage
 - Integration to/from the Hospital & Home Education Service, to include:-
 - The set up and preparation for the delivery of agreed curriculum

Attendance of H&HES Tutors at meetings as directed by school

- Non chargeable support (to be reviewed)
 - Assessment
 - Administration
 - Head of H&HES Centre liaison

Provision will be agreed via a Service Level agreement between EOTAS Swindon and the Head Teacher of the School/Academy. The student will remain the responsibility of the referring school and will be classified as subsidiary dual registered for the agreed hours of tuition only.

Students remain on roll at their mainstream school until the end of Year 11.

For non-attendance with <1 hour notice, or for safety reasons, one hour will be charged.

For this service, the following charges will apply to all mainstream schools within the Swindon Borough boundary (With effect from 1st April 2018):-

An hourly rate of £32 plus a fixed mileage fee of £5.00 per journey to all locations within the Borough (excluding the Great Western Hospital) will be charged. These charges will be reviewed annually.

A direct debit will be requested by Swindon Borough Council at the beginning of each term to cover charges for the previous term.

Schools outside the boundary of Swindon Borough Council and colleges/alternative provisions wishing to make a referral to the EOTAS non-pex'd panel may do so. The charges for this will be calculated at the time and agreed via a Service Level Agreement. Please contact thanks@swindon.gov.uk for current charging rates.

Bespoke non-medical 1:1 tuition

Provision will be agreed via a Service Level agreement between EOTAS Swindon and the Head Teacher of the School/Academy when the student becomes dual registered with EOTAS Swindon on admission. Students remain on roll at their mainstream school until the end of Year 11.

For non-attendance with <1 hour notice, or for safety reasons, one hour plus any expenses (parking tickets etc) will be charged.

For this service, the following charges will apply to all mainstream schools within the Swindon Borough boundary (With effect from 1st April 2018):-

An hourly rate of between £33 - £50 per hour will be charged (depending on the grade of the tutor assigned/available at time of referral). This charge will

be agreed before any commitment to tuition commencing. These charges will be reviewed annually to reflect changes in Teacher's pay policy.

A direct debit will be requested by Swindon Borough Council at the beginning of each term to cover charges for the previous term.

Schools outside the boundary of Swindon Borough Council and colleges/alternative provisions wishing to make a referral to the EOTAS non-pex'd panel may do so. The charges for this will be calculated at the time and agreed via a Service Level Agreement. Please contact thanks@swindon.gov.uk for bespoke charging rates.

Adolescent Unit, Marlborough House

This service is funded directly by the Local Authority.

School meals

There is not a charge for school meals to those students who are eligible for free school meals. All other students will receive the offer to purchase a school meal based on the current pricing charged.

Public examinations

We will charge for non-attendance of any exam that the student has been entered for by the service. This will be at the full cost of the exam. There will also be a charge for a resit of any exam requested by the student.

Activities that take place during/after school hours

There is no charge for activities that take place when they are part of the curriculum.

We may however charge for:-

Books and materials that a parent/carer wishes the child to keep

Music or vocal tuition

Board and lodging for a student on a residential visit

Non-curriculum related trips

Optional extras

Residential activities

Our school will charge for:-

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents/carers will be informed before this visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove hardship may be exempt from paying this cost (see guidance on remissions).

Extended services

EOTAS is dedicated to providing a well-rounded education for the students which may include extra-curricular activities (extended services). Extended services enable EOTAS to provide:

High-quality learning opportunities either side of the school day

Providing access to study support, parenting support, health, social care or special educational needs support

Ways of increasing student engagement

Ways of improving outcomes and narrowing gaps between different groups of students

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Voluntary contributions

The school, Management Committee or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our student's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school. If the activity is cancelled, all monies will be returned to the parents/carers.

There is no obligation for a parent/carer to make any contribution and the school will in no way pressure parents to make a contribution.

Inability or unwillingness to pay

EOTAS is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents/carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parent/carer of the child who did not want to, or could not make the payment, will not be disclosed under any circumstances.

Remissions and concessions

The school will give consideration to the remission of charges to parents who receive support payments.

For residential trips, parents who can prove they are in receipt of certain benefits will be exempt for paying the cost of boards and lodgings.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head Teacher or the Chair of the Management Committee will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and students. This will be determined by the Head Teacher or the Chair of the Management Committee.

Please refer to Departmental advice - Charging for school activities
<https://www.gov.uk/government/publications/charging-for-school-activities>