

REACH POLICY FOR CHARGING

Date of Policy: February 2016

Review of Policy: February 2017

This policy sets out our approach to charging and remissions, and is informed by Local Authority guidance and statutory DfES requirement. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer. This policy does not apply to charges made and determined by other organisations offering activities and services on the REACH premises.

School Meals	There is no charge to students for meals. Staff are able to order/purchase a meal from the daily menu at the cost of £2.35
Lettings	Reach will make its facilities available to internal and external users. For a full breakdown of charges please see the Reach Lettings Policy/Terms and conditions. The scale of charges will be determined annually by the Reach Finance Committee and agreed by Reach Management Board.
Transport	All students will receive a bus pass or have their bus fare refunded for their journeys to Reach and for their return journey from Reach to home. However lost firstday bus passes will not be replaced and termly bus passes will incur a charge of £20.00 for a replacement.
Examination Entries	<p>A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.</p> <p>Where applicable the following charges may apply:</p> <p>Invigilation £15.00 per hour Room charge £15.00 per hour Admin £10 per application Examination fee - determined by the exam provider.</p> <p>The above charges may fluctuate depending on the nature/circumstances of the examination. Requirements and charges may be discussed and agreed on an individual basis.</p> <p>The exam officer will agree charges at the time of entry and an invoice will be raised two weeks prior to the examination date. Please note, once the invoice has been raised the candidate/sponsor will be responsible for the costs incurred even if they do not attend the examination.</p> <p>In the event of a cancellation two week prior to the examination the candidate/sponsor will be invoiced for charges incurred by the examination provider. However, notice of this cancellation must be confirmed in writing via email or letter.</p>

Outreach Support	<p>We provide a range of support training and advice to schools and other educational providers and settings. This support is free to maintained schools within Stoke-on-Trent.</p> <p>Charges applicable: Hourly Rate: £100 Half Day: £300 Full Day: £500</p> <p>We can provide individual student support to schools and other educational providers and settings. This support is free to maintained schools within Stoke-on-Trent.</p> <p>Hourly rate: £25</p> <p>The above charges may fluctuate depending on the nature/circumstances of the Outreach support or training. Requirements and charges may be discussed and agreed on an individual basis.</p> <p>Please note, any training/support booked may be cancelled with up to 1 weeks notice, after which relevant charges (i.e. administration/preparation time) will be applicable.</p>
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