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1. Statement of intent

Lokrum Fields is committed to ensuring that students are not discriminated against as a result of their financial circumstances. This policy explains our approach to charging and the circumstances in which parents may be asked to make a contribution.

2. About our policies

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.

- 2.4. The Office Manager is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently.
- 2.6. The Headteacher is responsible for identifying any training needs in relation to our policies. The Office Manager is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.7. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.8. The Governing Body for Lokrum Fields is provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of Lokrum Fields and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.9. Lokrum Fields is owned by Wider Ambition Ltd, a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Lokrum Fields or a senior representative from Wider Plan with delegated authority.
- 2.10. The Lokrum Fields Senior Leadership Team (SLT) includes the Headteacher, Proprietor, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.11. All references to parents within our policies should be interpreted to include parent carers.

3. Admissions

- 3.1. We will accept and review admissions paperwork free of charge.
- 3.2. If we consider that Lokrum Fields is unlikely to be suitable for a prospective student, or that funding is unlikely to be available, we may terminate the Admissions Process after a paper-based review, in accordance with our Admissions Policy.

- 3.3. At our sole discretion, we may incur additional costs during the Admissions Process, such as travelling to a home visit or seeking the opinion of a member of our therapy team. We will not make a charge in relation to these costs.
- 3.4. If we consider that we have insufficient information to enable us to assess an admissions application, it may be necessary for clinical assessments to be commissioned. It will be the responsibility of the parent or Local Authority to arrange and fund these.
- 3.5. Where, at our discretion, a student is invited to one or more taster sessions, no charge will be made.
- 3.6. If a student fails to attend a taster session without reasonable cause, or if they require more than three taster sessions, any additional sessions will be offered at our sole discretion and may be subject to a reasonable fee.

4. Standard fees

- 4.1. The standard fee for a full-time place at Lokrum Fields is £80,000pa, to cover our Standard Offer (see section 8).
- 4.2. Fees are payable termly in advance.
- 4.3. The standard fee may be revised at any time in relation to new admissions.
- 4.4. Any increase in fees in relation to existing students will be subject to reasonable notice. Any change to standard fees will apply from the start of the next academic year unless, as a result of exceptional circumstances, a mid-year fee increase would be reasonable.
- 4.5. No refunds will be provided except at the sole discretion of the Proprietor.

5. Funding in relation to non-standard provision

- 5.1. Additional fees may be charged in relation to any provision which is required under a student's Education, Health and Care Plan or is otherwise agreed by the Local Authority and which is not included in our Standard Offer.
- 5.2. The initial level of any additional fees will be set during the admissions process.
- 5.3. If further additional provision is required during the academic year, additional funding may be required prior to the additional provision being implemented.
- 5.4. If a student's requirement for additional provision is reduced during the academic year, fees in relation to the additional provision will be reduced from the start of the

next term or, where later, from the point at which Lokrum Fields ceases to incur any related costs.

5.5. Any increase in additional fees will be subject to reasonable notice.

6. Part-time places

6.1. The fees applying to part-time places will be set during the admissions process, taking into account individual circumstances and the extent to which the cost of providing the part-time place differs from the cost of providing a full-time place.

6.2. The cost of a part-time place may be higher than the pro-rated cost of a full-time place.

7. Discounts

7.1. Where a Local Authority takes a pro-active and cooperative approach to placing students at Lokrum Fields, with most placements being agreed through direct commissioning rather than through a SEND Tribunal process, we will agree an appropriate discount for the first term to reflect our related efficiency savings.

7.2. Where a student's place is self-funded, for example by parents, and is able to fill an available space at short notice, we will agree an appropriate discount for the first term to reflect our efficiency savings.

8. Costs covered within our standard offer

8.1. While a student remains on roll at Lokrum Fields, we will not make any additional charges in relation to services provided as part of our standard offer, including:

8.1.1. Education provided as an integral part of our planned curriculum during school hours.

8.1.2. Entry fees for GCSEs and equivalent qualifications.

8.1.3. Entry fees for re-sits, unless a student has failed to attend or adequately prepare for the original exam without good cause or unless we have reason to believe that they will not attend or adequately prepare for the re-sit.

8.1.4. Exam re-marking, where the re-marking occurs at our request.

8.1.5. Enrichment activities which we have determined, at our sole discretion, are an integral part of our prevailing curriculum.

- 8.1.6. Examination or certification fees in relation to any enrichment activities which we consider to be an integral part of our prevailing curriculum.
- 8.1.7. Materials, books, and other equipment which is necessary in order to follow the Lokrum Fields Curriculum excluding items of personal clothing such as would normally be provided by parents.
- 8.1.8. IT equipment which we consider necessary for students to have access to at Lokrum Fields.
- 8.1.9. Agreed home-based use of IT equipment which has been provided by Lokrum Fields.
- 8.1.10. Participation with on-site therapy as detailed in our standard offer.

9. Music tuition

- 9.1. Our standard offer includes reasonable access to on-site tuition for musical instruments and to music practice facilities, to the extent which we consider appropriate as part of a broad and balanced curriculum and in light of the prevailing needs of the student cohort.
- 9.2. The tuition which is included in our standard offer may, at our discretion, be limited to particular instruments or particular times of the academic year and may be provided as individual or group tuition.
- 9.3. Where individual musical tuition is provided within our standard offer, we will ordinarily commit to providing tuition for at least half a term at a time. The range of instruments and the extent of musical tuition included within our standard offer may be changed half-termly at our discretion or, in the event that no students are actively participating, without notice.
- 9.4. Where students are provided with access to a musical instrument as part of our standard offer, the instrument will remain the property of Lokrum Fields and the student may be required to share it with other students.
- 9.5. Students may, by agreement, bring their own musical instruments to Lokrum Fields for the purpose of engaging in pre-arranged tuition. We will not make any contribution to the cost of purchasing, servicing or insuring personal possessions.
- 9.6. If a student wishes to receive music tuition which is not included in our prevailing offer, or in multiple instruments, we will endeavour to accommodate their wishes within school hours providing that this is not unreasonably detrimental to their

access to the broader curriculum or to other students. Ordinarily, such arrangements will be subject to the prior agreement by a parent to cover any related costs.

- 9.7. In some circumstances, the additional cost of a student receiving additional musical tuition will be incidental and we will not make an additional charge. For example, this may apply if a music tutor has been booked to be on-site for a set period and can accommodate another student within time which has already been funded by Lokrum Fields. Where the availability of free additional tuition is limited, it will be allocated first to any looked-after children who have requested it and thereafter on a fair basis which reflects prevailing circumstances.
- 9.8. If musical tuition has been funded by a parent or Local Authority and the relevant student is, for whatever reason, unable to take advantage of the tuition, we reserve the right to temporarily allocate the tuition time to other students. Any ongoing difficulties in accessing the funded tuition would be discussed with the fee-payer in a timely manner.

10. Sport

- 10.1. Our standard offer includes reasonable access to a range of physical education, to the extent which we consider appropriate as part of a broad and balanced curriculum and in light of the prevailing needs of the student cohort.
- 10.2. The range of sports included within our standard offer may vary across an academic year and/or between year groups.
- 10.3. Where we commission on-site specialist sport tuition or use of an off-site facility on a whole-class basis, as part of our planned curriculum, this will be included in our standard offer and no extra charges will apply.
- 10.4. We may periodically provide additional sporting opportunities to reflect individual circumstances or prevailing need. This could include on-site or off-site individual tuition. For example, if a student is unable to participate in planned curriculum activities, we may consider it appropriate to provide an alternative opportunity.
- 10.5. Where a student's EHCP requires them to have access to a particular sport, additional funding will be agreed in advance as necessary.
- 10.6. In some circumstances, the additional cost of a student receiving additional sports tuition will be incidental and we will not make an additional charge. For example,

this may apply if an external provider has been booked to be on-site for a set period and can accommodate another student within time which has already been funded by Lokrum Fields. Where the availability of free additional tuition is limited, it will be allocated first to any looked-after children who have requested it and thereafter on a fair basis which reflects prevailing circumstances.

- 10.7. If sports tuition has been funded by a parent or Local Authority and the relevant student is, for whatever reason, unable to take advantage of the tuition, we reserve the right to temporarily allocate the tuition time to other students. Any ongoing difficulties in accessing the funded tuition would be discussed with the fee-payer in a timely manner.

11. Individual assessments, therapy and tuition

- 11.1. Parents may periodically wish their child to engage with individual assessments or therapy, individual tuition or use of a non-standard educational package during school hours, above and beyond any provision which is included within our standard offer or any additional provision which is specified in the student's EHCP.
- 11.2. We will have regard to the following factors when assessing any such requests:
- 11.2.1. The extent to which we agree that the requested service would be necessary or beneficial for the student;
 - 11.2.2. The extent to which the requested service would limit the opportunity for the student to engage in other beneficial activities;
 - 11.2.3. Any direct or indirect costs which the requested service would cause to Lokrum Fields, including any transport to an off-site venue;
 - 11.2.4. The practical arrangements, for example of providing a suitable workspace or transport and any necessary supervision;
 - 11.2.5. The willingness of the service provider to comply with our policies;
 - 11.2.6. Any foreseeable detriment which the service could cause to other students.
- 11.3. Where we agree to such a request, the parent will be responsible for paying any direct costs charged by the service provider and, if applicable, any reasonable costs incurred by Lokrum Fields in accommodating the service. Any charge made by Lokrum Fields would be agreed and payable in advance.
- 11.4. Our agreement to any such requests will be reviewable on a termly basis.

12. Excursions and other optional extras

- 12.1. Where excursions take place within school hours and are considered to be an integral part of our planned curriculum, we will not make any additional charge.
- 12.2. The excursions which we consider to be included within our standard offer may vary between year groups and between academic years, depending on prevailing needs, preferences and circumstances and our prevailing curriculum priorities.
- 12.3. Where excursions occur substantially outside school hours and/or include an overnight stay and/or are not considered by us to be a necessary part of our planned curriculum, we may seek a contribution from parents to cover our reasonable costs including, for example, transport, board and lodging, additional staffing, associated overheads and charges imposed by any third party provider.
- 12.4. Other optional extras, such as special-interest activities offered by third-party providers, may periodically be offered to students at Lokrum Fields. Activities will be covered within our standard fee if they are offered on a whole-class basis within our prevailing curriculum. An additional charge may be made if we consider that the optional activity will be relevant to a limited number of students and/or falls outside our prevailing curriculum.
- 12.5. Ordinarily, if a parent is unwilling to pay for their child to access chargeable excursions or other optional extras, the relevant student will not be able to participate in those activities and will be provided with an appropriate alternative on-site activity. Any optional extra may be cancelled if there is insufficient take-up.

13. Transport

- 13.1. Transport between a student's home and school is not the responsibility of Lokrum Fields except where directly commissioned, at extra cost, by a Local Authority or parent.
- 13.2. No additional charge will be made in relation to transport for sporting activities or excursions which are being provided at no extra cost as part of our planned curriculum.
- 13.3. A charge for transport may be made in relation to optional activities which we consider to extend beyond the necessities of the curriculum. The charge may be in relation to use of the Lokrum Fields' minibus or in relation to a third party provider.

14. Damaged or lost items

- 14.1. Where appropriate, we may charge parents for the cost of replacing items broken, damaged or lost by their child.
- 14.2. We will not charge in relation to:
 - 14.2.1. Fair wear and tear.
 - 14.2.2. An accident which the student could not have reasonably been expected to prevent or avoid.
 - 14.2.3. Behaviour which our onsite therapy team advises is due to unmet need.

15. Voluntary contributions and fundraising

- 15.1. Lokrum Fields may, from time-to-time, ask for voluntary contributions for the benefit of the school, for our beneficial assistance fund, or to raise funds for a charity or similar.
- 15.2. Lokrum Fields will strive to ensure that parents do not feel pressurised into making voluntary contributions.
- 15.3. Any fundraising activities will have due regard for the needs of the student cohort and will be planned in consultation with students where practicable.

16. Remissions

- 16.1. If a parent is unable to pay for optional extras, we will consider the individual circumstances and may offer a full or partial subsidy from our beneficial assistance fund. The assistance fund is limited and there is no guarantee that all funding requests will be met. Subsidies will be offered at our discretion, in a manner which takes account of prevailing demand, individual circumstances and our commitment to fair treatment of all students.
- 16.2. Parents are not obliged to provide details of their financial circumstances when applying for assistance; however, a failure to do so may result in us having insufficient grounds to agree to the allocation of assistance funds.
- 16.3. To request financial assistance, parents should contact the Office Manager via lokrumoffice@widerambition.org.