



Engage | Motivate | Inspire

Trafford Alternative Education Provision

# Charging & Remissions Policy

[2022]



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Policy Title:	<b>Charging and Remission's Policy</b>		
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### Document control

#### Version control/History

Name	Description	Date
Nina Bielby	Minor changes. Relocation to new Brentwood site March 2020. Amendment in relation to : uniform , lettings and optional extras	September 2021

### Approvals

Name	Position	Date
Linda Thompson	Executive Headteacher	October 2021

### Links to

Policy
<ul style="list-style-type: none"><li>• <b>Health and Safety</b></li><li>• <b>Curriculum Policy</b></li><li>• <b>Child Protection and Safeguarding Policy</b></li></ul>

## **Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

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## 1. Introduction

1.1 GENERAL PRINCIPLE There will be no charge made by the school in respect of basic books, materials, equipment or instruments loaned to students in connection with statutory religious education, the study of the National Curriculum, or in preparation for prescribed public examination of courses taught at the school. No compulsory charge will be made for incidental transport in connection with these areas although voluntary contributions may be requested. PUBLIC EXAMINATIONS No charge will be made for the first entry in each public examination subject supported by the school. The School reserves the right to make full charge on parents in the following circumstances:

## 2. School Trip, Visits and Activities during School Time

2.1 When organising school, trips, visits activities which enrich the curriculum and educational experience of the children, the Executive Headteacher has decided not to ask for any contribution from parents/carers.

2.2 The following is a list of additional activities sometimes organised by the school for which we will ask parents/guardians for a voluntary contribution towards the cost of the activity.

This list is not exhaustive:

- Enrichment visits to museums
- Sporting activities
- Outdoor adventure activities
- Musical events
- Trips to the theatre
- Holiday activities including visits to a range of attractions e.g. wild life parks etc.

2.3 Optional extras Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are: education provided outside of school time that is not:

- a. part of the national curriculum;
- b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- c. part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at TAEP
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);

## 3. Residential Visit -Charges

3.1 If the school organises a residential visit in school time, which is to provide education direct related to the National Curriculum, we may ask for a nominal contribution from parents/carers.

#### **4. Voluntary Contribution**

4.1. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, TAEP may request or invite parents/carers to make a contribution towards the cost of the trip

In all circumstances where a voluntary contribution is requested, the letter of invitation will make that clear, together with any terms or conditions regarding deposits, frequency of payments and refunds TAEP will ensure that no student is excluded from such activities by reason of inability or unwillingness to pay. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the requestor invitation.

4.2 The recommended level of individual voluntary contributions set for any activity will be such that the total sum collected will not exceed the total cost of the activity. Should the total amount of the voluntary contributions fail to cover the costs of an activity, the School reserves the right to cancel the activity and refund all voluntary payments made in full. If a child chooses to withdraw from a visit when a voluntary contribution has been made, and the School has used or committed the contribution for necessary payments in connection with the visit, the School will only refund that voluntary contribution if a replacement paying member of the group can be found. In such circumstances, the School will make every effort to find a suitable replacement. Where no costs are incurred through late withdrawal, then a refund will be made in full; however, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

#### **5. School Uniform**

5.1 The school will provide one jumper, shirt and tie free-of-charge to pupils in receipt of a Free School Meals. Pupils not in receipt of FSM will be charged in line with replacement costs.

Replacement Costs:

Tie:	£5.00
Jumper:	£9.00

#### **6. School Meals**

6.1 School lunches will be charged in line with Trafford charges; currently £2.30 per day for pupils and £2.76 per day for adult meals.

6.2 Pupils entitled to Free School Meals will be provided with a free meal on production of evidence of entitlement.

6.3 Teaching staff on formal duty will be entitled to a free school lunch.

6.4 The school operates a breakfast club. The Executive Headteacher has decided not to ask for any contribution from parents/carers

6.5 The school provides toast to pupils at break time for which there is a no charge.

## **7. Loss of/Damage yo School Property**

7.1 Parents/carers may be asked to meet the costs of repair/replacement of school property damaged as a result of a pupil's misbehaviour. This cost is determined by the Executive Headteacher.

7.2 A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Executive Headteacher may decide.

7.3. A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Executive Headteacher may decide.

## **8. Step Out Charges**

8.1 TAEP is a Traded Service of Trafford Council.

8.2 The School negotiates individual packages of support for pupils which are set out in a formal Service Level Agreement with the pupil's mainstream school

## **9. Lettings**

9.1 The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The Finance Committee will determine the scale of charges annually in line with the lettings policy.

## **10. Contract Phones**

10.1 The use of school mobile phones is restricted to business use only. School mobiles should not be used for personal calls/texts/internet access except in an emergency.

## **11. Private Photocopying**

11.1 The personal use of the school photocopier is not permitted unless agreed with the Executive Headteacher/School Business Manager

11.2 If permission is granted, the following recharge of per sheet will be made:

- 10p – A4 black
- 55p – A4 colour
- 20p – A3 black
- £1.10 – A3 colour

## 12.Recovery of Costs

12.1 The school has a protocol for the recovery of costs in relation to school meals, uniform and loss/damage to property, Appendix One

12.2 In situations where a debt has accrued, consideration will be given by the Executive Headteacher to writing the debt off in accordance with the following limits:

- Up to £100 – Executive Headteacher may authorise a write off
- Over £100 – Management Committee



## Appendix 1. Recovery of Costs

### **School meals**

Initially a verbal reminder will be given to those pupils where there is an amount outstanding in respect of schools meals. If the outstanding balance remains a telephone call is made by the business support officer to the parent/carer to remind parents of the outstanding sum. Should the debt remain, the parent/carer is verbally made aware that no further meals will be purchased in respect of the pupil, until the debt is repaid. In due course a letter will be issued by the business manager should the debt remains unpaid. A reminder will be issued, where appropriate, within a reasonable timescale. The opportunity for payment by instalment will also be considered on request.

### **Loss/damage to property**

Parents of those pupils who have wilfully caused damage to school property will receive a written request for full payment. A reminder will be issued, where appropriate, within a reasonable timescale. The opportunity for payment by instalment will also be considered on request.

In situations where a debt has accrued, the Executive Headteacher / Management Committee may consider writing the debt off in accordance with the following limits:

- Up to £100 – Executive Headteacher may authorise a write off
- Over £100 – Management Committee



