




Trafford Alternative Education Provision



Charging Policy

2019

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| Person Responsible: | Lynda Thompson Executive Headteacher |
| Approved By: | Lynda Thompson Executive Headteacher |
| For Action By | Senior Leadership Team |
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Trafford Alternative Education Provision



TRAFFORD HIGH SCHOOL
Higher Education Centre

Our Mission Statement:

Trafford Alternative Education Provision (THS) - Trafford Medical Education Service (TMES)

is committed to providing....

A 21st 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 We do not charge parents/carers for any activity undertaken during school hours as part of the National Curriculum.

2. School Trips, 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.

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 Contributions

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, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

4.2 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: | £18.00 |

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 to 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 Trafford High School 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.

10.2 A recharge will be made to staff for any personal charges – please refer to the school's financial procedures booklet.

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

12.3 In cases, the possibility of taking legal action to recover the debt must be considered.

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.

Uniform

Payment in respect of uniforms is received prior to an order being placed; therefore no recovery of cost is applicable.

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

The Executive Headteacher / Management Committee may in some cases consider the possibility of taking legal action to recover the debt