

 <p>Engaged. Happy. Successful.</p> <p>Working together to inspire, nurture and motivate everyone to fulfil their potential.</p>	<h2>Charging Policy</h2> <p>Policy updated: November 2023 Policy review: November 2024</p>
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**Member of staff with overall responsibility:** School Business Manager  
**Management Committee with reviewing responsibility:** Finance Pay and Personnel

### 1. Policy Statement

This policy reflects the underlying principles and values central to the ethos of the TPRS. It promotes the rights and responsibilities of our learning community based on respect, fairness and social inclusion with regard to both the financial constraints affecting pupil participation at the TPRS, and promoting equality of access for all our partner schools, to opportunities to prevent permanent exclusions. This policy describes circumstances under which we may make a charge.

### 2. Ethos

TPRS recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The TPRS promotes and provides these activities as part of a broad and balanced curriculum for pupils at our Centres. The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the TPRS. The TPRS may ask for voluntary contributions for activities, (for example where pupils take home their cooking, artwork or construction projects) however, no pupil may be left out of an activity because their parents or carers cannot or will not make a contribution of any kind.

### 3. Aims

The charging and remission process aims to;

- Make TPRS activities accessible to pupils regardless of family income.
- Provide a process, which allows activities to take place at a minimum cost to parents or carers and pupils
- Acknowledge the cost of such activities to the TPRS's budget.
- Respond to the wide variations in family income whilst not adding unexpected burdens to the TPRS budget

#### 4. Centre Trips / Visits

When organising centre activities, trips or visits which enrich the curriculum and educational experience of learners, The TPRS and the Management Committee have decided Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

The following is a list of additional activities sometimes organised by The TPRS. This list is not exhaustive:

- Visits to museums/art galleries /exhibitions
- Sporting activities – sometimes involving transport expenses
- Outdoor adventure activities
- Visits to the theatre/cinema
- School trips
- Musical events

Pupils take part in community based fundraising activities to raise funds for enrichment and curriculum activities. This both provides funds and engenders a sense of collective responsibility. Examples of fundraising activities include bake sales and car washing.

#### 5. Public Examinations

The TPRS will not charge for entering pupils on its roll for public examinations, but may pass the cost of that examination onto pupils, parents and carers, where the pupil has not attended on the day of the exam, and it can be evidenced that the TPRS has taken all reasonable steps to enable that pupil to access learning and sit the exam; up to and including on the day of the exam itself. Reasonable steps can include parent/pupil meetings, revision sessions in school, letters home with exam timetable, arranging minibus collection points and pre-exam home visits.

#### 6. Residential Visits

If The TPRS organises a residential visit which provides an educational experience directly related to the National Curriculum, The TPRS and the Management Committee have decided Voluntary contributions may be requested to help with providing activities even though they

may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for, an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

#### 7. Loss or Damage

We believe that it is part of our wider remit of preparing our young people for life, to help them understand that all choices whether positive or negative, have consequences. Where those negative choices result in loss or damage to school property or the building (including on the minibus), pupils, parents or carers may be asked to meet the costs of repair or replacement of centre property lost or damaged. Pupils may also be asked to make reparation in kind in addition to/instead of financial charge. Examples of acts of reparation include, but are not limited to. replacement of damaged displays, assisting staff with break time or lunchtime duties, tidying classrooms etc.

## 8. Charges to schools

The TPRS will agree to work with pupils from other Tameside schools who are deemed to be a risk of exclusion.

Tameside secondary schools will contribute £5000 at the start of the academic year to TPRS.

The pupil will remain on their school roll whilst they attend the TPRS ensuring that the school will still receive any funding relating to the individual pupil. The pupil would be a guest registered pupil with the TPRS.

TPRS will combine this money with another funding source to offer the following, non-profit making, support package:

- Employ, train, and develop an Outreach Support Team consisting of three high quality staff
- Place one outreach support worker in all participating schools, one day a week for the academic year
- The outreach support worker will work with and in the parent school, delivering bespoke small group or one-to-one programmes to students the parent school has identified as *at risk of permanent exclusion*
- The programmes will have clear timeframes, success criteria, milestones and review points
- The programmes, at point of conception, will include the voice of the school, TPRS, parents, students and wider agencies where appropriate
- The Outreach Worker will also have access to a broader suite of support which they will recommend and facilitate as appropriate (at the moment this is embryonic and the list is not exhaustive).
- The following may be offered as part of the package:
  - Military mentor (individual)
  - Military mentor (group)
  - Build a bike
  - Construction (for year 11 students only)

- Step out (where a student completes a supported, time factored placement at Elmbridge school or Whitebridge College dependent on capacity)
- SEND advice
- The following may be offered in addition to the package
- SEND support and process

Dual registration Intervention referral

### The Model

There are currently two ways this proposal can work:

- Schools can ‘buy in upfront’ – this is a flat rate for all schools
- Schools can ‘pay as they go’

Upfront payment enables the schools to access the full programme for £5000. Should schools decide to *pay as they go* the costs are significantly higher and would appear as the table below:

Intervention	Day rate	Half term cost (7 weeks)	Year cost
Outreach support	£250	£1750	£9750
Step Out	£50	£1750	£9750
Military Mentor	£170	£1190	£6630
Construction	£200	£1400	£7800
Build a Bike	£100	£600 (6 weeks)	£3900
		£6690	£37830

### 8.1 Hire of Equipment

The Summit team have a selection of outdoor equipment that is not always in use. This includes; mountain bikes and camping and sailing equipment.

We recognise that for some schools, the cost of equipment hire can often be a barrier to offering enrichment activities, or curriculum offer (e.g. certain modules of GCSE PE or Duke of Edinburgh Award activities) We are happy to hire this to equipment to Tameside Schools and suggest a levy to all schools of £150 per year, which would enable schools option into the equipment hire scheme, to hire the equipment for a limited period of time, on a first come first served basis. throughout the year.

### 9. Monitoring and Evaluation

The TPRS will review the appropriateness of the Charging Policy on an annual basis, and report on the financial implications to the Finance, Pay and Personnel Committee during the academic year.