



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 TAPA. 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 student participation, and promotion of 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

TAPA recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. TAPA promotes and provides these activities as part of a broad and balanced curriculum for students 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 TAPA. TAPA may ask for voluntary contributions for activities, (e.g. where students take home their cooking, artwork or construction projects) however, no student 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 TAPA activities accessible to students regardless of family income
- provide a process which allows activities to take place at a minimum cost to parents or carers and students
- acknowledge the financial implications within TAPA's budget
- respond to the wide variations in family income whilst not adding unexpected burdens to TAPA budget

### 4. Centre Trips / Visits

Voluntary contributions may be requested to help to cover costs of trips/visits activities which may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for it will be made clear 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 includes examples of such additional activities which may incur transport and/or other costs

- visits to museums/art galleries /exhibitions
- sporting activities
- outdoor adventure activities
- visits to the theatre/cinema

- day trips
- musical/theatre events

Students may take part in community based fundraising activities to raise funds for enrichment and curriculum activities. This also engenders a sense of collective responsibility. E.g. bake sales and car washing.

### **5. Public Examinations**

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

### **6. Residential Visits**

Voluntary contributions may be requested to help with providing residential visits as part of the normal school day or part of the National Curriculum. If voluntary contributions are requested for an activity it will be made clear 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**


In order to support students with understanding that all negative choices negative, have consequences. In the case of loss or damage to school property or the building (including on the minibus), students, parents or carers may be asked to meet the costs of repair or replacement of centre property lost or damaged. Students may also be asked to make reparation in kind in addition to/instead of financial charge. E.g. replacement of damaged displays, assisting staff with break time or lunchtime duties, tidying classrooms etc.

### **8. Charges to schools**

Dual registration Intervention (TAPs placements – see Step out SOP)

TAPA run short term intervention programmes for students from Tameside mainstream schools who are deemed to be a risk of exclusion. The student will remain on their school roll whilst they attend TAPA ensuring that the school will still receive any funding relating to the individual student. The students are dual registered with TAPA for the intervention period. The charges for this service are £80.00 per day. Schools may use any Pupil Premium monies attached to a student to fund access to this specialist intervention. Placements will be in blocks of 6 weeks. Variations in length of time may be negotiated with the Head of Centre and revised cost agreed. Any schools buying a dual registration intervention place will be expected to complete an Intervention Referral form after initial discussion and agreement with the Head of Centre. In the event of the placement breaking down within the first 3 weeks, a refund of some of the cost may be negotiated.

Monitoring and Evaluation



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TAPA will review the Charging Policy on an annual basis, and report on the financial implications to the Finance, Pay and Personnel Committee during the academic year