

CHARGES AND REMISSIONS POLICY

Policy approved & adopted by	Head of School
Date	Sept 2023
Review cycle	3 year
Next Review	Sept 2026

Primary Department.

Voluntary Contributions for Educational Visits When organising school trips or visits, which enrich the curriculum and educational experience of the children, the Primary Department invites parents to contribute to the cost of the event. All contributions are voluntary, however, if school does not receive sufficient voluntary contributions, the event may be cancelled. If the event goes ahead, please be advised that it may include children whose parents/carers have not paid a contribution. Tor View School may be able to support with transport and therefore this may not be included in the cost of the trip. Eligible pupils will be entitled to subsidised interventions for a range of activities as per the Pupil Premium Policy.

Optional Activities Some Primary Department visits will not be linked to the National Curriculum and so these will occur out of curriculum time. Where this is the case, payment will be required in order for pupils to participate in the activity (alternate provision will be made within school for any child not attending an educational visit). For families experiencing financial hardship, the School Fund may be used to support attendance on these optional activities.

Tor View School Contribution including Fruit. Pupils in Primary have a daily snack and a voluntary contribution of £1 per week per child is requested to pay for the fruit, snacks and drink via ParentPay. The Pupil Premium grant supports those families who are eligible.

Residential Visits Schools are permitted to charge for the cost of board and lodgings during residential school trips, even if they occur mainly during school time. The school will endeavour to ensure residential visits in the primary department are as reasonable as possible per child and that the cost can be met via a payment plan. (any additional costs may be subsidised by the school / fundraising events). Parents/carers who are unable to pay for the cost of the residential are encouraged to discuss this further with

the Head of Department or Head of School. Eligible pupils will be entitled to subsidised interventions for a range of activities including residentials as per the Pupil Premium Policy. Parents have a right to know how each trip is funded and this information can be provided on request.

Food Technology / Design Technology The technology curriculum requires children to plan, design and make items / foods. Pupils are asked to make a termly contribution of £6 towards ingredients. All pupils have the opportunity to taste the food they have prepared and those who have paid the contribution can take food home.

Swimming The school organises swimming lessons for all children in KS2 and no charge is made to parents/carers.

Breakages and Lost / Damaged items Where a primary child's deliberate actions have incurred extra cost to the school, by breakage of equipment or damage to the school premises, then parents/carers will be expected to pay a contribution to cover whole or part of the cost.

Extra-Curricular Activities The Primary Department will endeavour to offer children a range of optional extra-curricular activities to widen their experiences during the lunchtime period e.g. Karaoke club, Choir. No charge is made to parents for these activities.

After School Club After School Club operates for one evening per week per department, providing quality childcare and access to a range of specialist activities.

PlayScheme Playschemes are, in part, subsidised by Lancashire Breaktime and therefore the cost to parents is reduced.

Please contact the Extended Services Manager for details regarding the cost of the ASC and PlayScheme care, together with any associated transport.

Secondary Department

Voluntary Contributions for Educational Visits When organising school trips or visits, which enrich the curriculum and educational experience of the children, the Secondary Department invites parents/carers to contribute to the cost of the event. All contributions are voluntary however, if school does not receive sufficient voluntary contributions, the event may be cancelled. If the event goes ahead, please be advised that it may include children whose parents have not paid a contribution. Tor View School may be able to support with transport and therefore this may not be included in the cost of the trip. Eligible pupils will be entitled to subsidised interventions for a range of activities as per the Pupil Premium Policy.

Optional Activities Some Secondary Department visits will not be linked to the National Curriculum and so these will occur out of curriculum time. Where this is the case, payment will be required in order for pupils to participate in the activity (alternate provision will be made within school for any child not attending an educational visit). For families experiencing financial hardship, the School Fund may be used to support attendance on these optional activities.

Tor View School Contribution including Fruit Pupils in Secondary have a daily snack. A voluntary contribution of £1 per week per child is requested to pay for fruit, snacks and drink via ParentPay. The Pupil Premium grant supports families who are eligible.

Residential Visits Schools are permitted to charge for the cost of board and lodgings during residential school trips, even if they occur mainly during school time. The school will endeavour to ensure residential visits in the secondary department are as reasonable as possible per child and that the cost can be met via a payment plan. Parents/carers who are unable to pay for the cost of the residential are encouraged to discuss this further with the Head of Department or Head of School. Eligible pupils will be entitled to subsidised interventions for a range of activities including residential as per the Pupil Premium Policy. Parents have a right to know how each trip is funded and this information can be provided on request.

Food Technology/Design Technology Pupils are asked to make a termly contribution of £12 towards ingredients. All pupils have the opportunity to taste the food they have prepared and those who have paid the contribution can take food home. Charges are not usually made for the cost of DT materials as many of these are from voluntary sources. Additional materials are funded from the DT budget.

PE All PE activities are paid from the PE budget and planned in advance, with occasional external activities. If pupils are accessing an external venue they are invited to bring in money to buy themselves a drink/ snack after the activity, however this is not a requirement because water will be provided free of charge.

Swimming The school organises swimming lessons for all children in Key Stage 3. No charge is made to parents/carers.

Breakages and Lost / Damaged items Where a secondary child's deliberate actions have incurred extra cost to the school, by breakage of equipment or damage to the school premises, then parents/carers will be expected to pay a contribution to cover whole or part of the cost.

Extra-Curricular Activities The Secondary Department will endeavour to offer children a range of optional extra-curricular activities to widen their experiences during the lunchtime period e.g. Multi Sports, Choir. No charge is made to parents/carers.

After School Club After School Club operates for one evening per week per department, providing quality childcare and access to a range of specialist activities.

PlayScheme Playschemes are, in part, subsidised by Lancashire Breaktime and therefore the cost to parents/carers is reduced.

Please contact the Extended Services Manager for details regarding the cost of the ASC and PlayScheme care, together with any associated transport.

Intensive Support Centre (ISC)

ISC Fund In order to secure funds to support the curriculum within the Intensive Support Centre, parents and carers are asked to make a contribution to the ISC Fund of £3 per week.

This money is used in the following way:

- £1 per week is used to pay for general snacks, cereals etc for learners
- £1 per week is used to pay for ingredients used within the Food Technology lesson
- £1 per week is used to purchase drinks and snacks for students when visiting local parks and cafes during the Community Studies lesson. This money is also used to pay for end of term activities, such as a trip to the Space Multi-Sensory Centre in Preston.

Residential Visits Schools are permitted to charge for the cost of board and lodgings during residential school trips, even if they occur mainly during school time. The ISC pupils take part in a residential outdoor educational visit once a year, a payment plan is offered to allow families to spread the costs which also include a contribution to safely staffing the trip. Surplus money from the ISC Fund may be used to subsidise this trip. Parents/carers who are unable to pay for the cost of the residential are encouraged to discuss this further with the Head of Department or Head of School. Eligible pupils/students may be entitled to subsidised interventions for a range of activities including residential as per the Pupil Premium Policy/16-19 Student Bursary policy.

Further Education (FE) Department

Residentials FE students are encouraged to attend an annual residential. Residentials allow students to learn and generalise their independent living skills and the costs for these residentials are determined by the needs of the group. For example, the Personal Development group's residential experience will require adaptive facilities and higher staffing ratios to meet the student's needs. The school will endeavour to ensure residential visits in the further education department are as reasonable as possible per student. Parents/carers can pay for the cost of the residential by using a payment plan; those who are unable to meet this are encouraged to discuss it further with the Head of College. Eligible students may be entitled to subsidised interventions for a range of activities as per the 16-19 Student Bursary policy.

The cost paid by the students covers the cost of the staff attending and will include transport, all meals and all activities and so students do not need to take additional spending money. However, should they choose to do so, then parents/carers must discuss this with the organising Form Tutor prior to departure.

To reflect the curriculum in FE, students are encouraged to organise fund raising initiatives to help support with the residential costs. The group of students attending the residential will work collectively on this and the funds distributed equally.

FE Student Fund A weekly voluntary contribution of £3.50 is asked for, via ParentPay. Of this, 50p is fruit money and all students have access to a piece of fruit on a daily basis. The remaining £3 is used to pay for weekly leisure activities, refreshments in

and out of school (access to tea, coffee and juice in department and refreshments when undertaking community life skills), 18th birthday present for all, catering ingredients if the student is taking their item home and drinks at social events such as the prom and Christmas party.

If for any reason a student is unable to access any of the above e.g. is fed via a tube, then the parent/carer will be approached on an individual basis and student fund amount will be discussed.

For those students who do access the above and regularly do not contribute to student fund then, in discussion with parents/carers, a decision will be made about whether they can access the facilities and activities as described. Without access to the fund, if costs are incurred by a student, the associated Teacher will copy receipts of expenditure and send them home for parents/carers to reimburse the school.

Transport FE students access public and school transport on a regular basis.

All students are entitled to a NoW card which allows them to complementary travel on public transport (buses) after 9.30am. There currently is no staff entitlement to the same. The FE Department is committed to pursuing this with the appropriate agencies but until this changes, the cost of staff bus fares are identified in the Detailed Planning Sheets (DPS) and met via the FE budget cost centre.

The College Link group travels on public transport before 9.30am and are therefore required to pay £1 for a one-way journey. Parents/carers are expected to fund this and are informed of the detail at the Y11 Parents' Evening.

Curriculum Enrichment Visits Curriculum enrichment visits are funded by the school. If the visit takes place out of school hours then school will fund transport and tea. Where possible these enrichment visits will be highlighted in curriculum Detailed Planning Sheets (DPS).