

## Alternative Provision Service (Encompassing the 3 PRU Bases, Launchpad Tuition, and Launchpad Alternative)

### Charging and Remissions Policy

#### Vision

To provide a high quality, personalised educational experience that meets learners' needs and leads to success for all.

#### Mission

A positive and inclusive community where young people are encouraged to achieve high standards of progress and succeed in a supported, safe environment.

#### Our Values / Principles

Individuals Aspirations Raised  
New Experiences  
Safety and Support  
Personalised Programmes  
Individuals Feeling Valued  
Respect  
Excellence in Learning

**Approved by:** PRU Management Committee      **Date:** 14/07/2021

**Last reviewed on:** 09/11/2019

**Next review due by:** July 2022

The Governors and Staff of Launchpad and PACE believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parent/carers financial means.

The Charging & Remissions Policy outlines how we strive to ensure a good range of visits and activities are offered whilst trying to minimise the financial barriers which may prevent pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The review date for this policy is July 2022.

The policy identifies activities for which:

- No charge will be made
- Voluntary contributions may be requested
- Charges may be made
- Charges may be waived or subsidised

### **No charges will be made for**

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours as part of the curriculum
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the curriculum
- Entry for a prescribed public examination, if the pupil has prepared for this at school
- Examination re-sits if the pupil has been prepared for this at school
- Education provided on any trip that takes place during school hours
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on an activity or trip
- Transport provided in connection with an educational visit

### **Life Skills Visits**

Life skills visits are designed to enrich and widen students' experiences and provide them with skills for life.

Charges for such visits may be met by the school.

## **Voluntary Contributions**

The school may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents/carers who do not make such contributions will be treated no differently from those who have.

Voluntary contributions may be requested from parents/carers for non-educational outings including end of term celebrations.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers from the outset. If insufficient contributions are received, the activity or trip may have to be cancelled and contributions received returned.

No pupil will be excluded from an activity because his/her parents/carers are unable or unwilling to make a voluntary contribution and will still be given an equal chance to participate.

## **Charges may be made for:**

- Any material, books, instruments or equipment, where the parents/carers wish their daughter/son to own them
- Wilful damage to school property

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement therefore will be a necessary pre-requisite for the provision of an optional extra where charges will be made.

## **Remissions**

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances at the discretion of the Teacher in Charge.

## **Residential Visits**

A charge will be made for board and lodging for a pupil on a residential visit. Any charges made in respect of individual pupils will not exceed the actual costs of the residential, divided by the number of pupils participating.

## **Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will aim to adhere to the following guidelines:-

- Where possible we shall publish a list of visits at the beginning of the school year to help parents/carers plan ahead
- We will allow parents to pay in instalments, where appropriate
- If an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip if required

## **School Meals**

Parents/Carers are expected to pay for school meals on a weekly basis unless the parents/carers receive appropriate benefits/allowances.

## **Transport**

Where students are encouraged to travel independently by public transport at key stage 4 a free bus pass is provided by the local authority. Should the student lose their pass a charge will be made for a replacement.

Students at KS3 who travel independently by public transport are encouraged to hand in their bus tickets for daily reimbursement on a rolling basis.

Transport can often be provided by the schools transport team for primary students at PACE.

We are keen that transport to school is not a barrier to attendance and encourage parents and students to discuss any difficulties with staff so alternative arrangements can be made if necessary.