

CHARGES AND CONTRIBUTIONS

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 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. Where a family is entitled to Pupil Premium, the contribution is waived and PP is used to fund the place. Parents have a right to know how each trip is funded and this information can be provided on request.

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.

School Fund Pupils in Primary have a daily snack and a voluntary contribution of £1.00 per week per child is requested to pay for the fruit, snacks and drink. At KS1, pupils are provided with free fruit and are therefore charged 50p per week. 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. Residential visits in the primary department will not exceed £200 per child and the cost can be met via a payment plan (any additional costs may be subsidised by the school / fundraising events). Ski residentials will exceed this limit due to the costs of additional staffing and continental travel however, these visits are also heavily subsidised. Parents who are unable to pay for the cost of the residential are encouraged to discuss this further with the Head of Department or Principal. Pupils from low-income families are entitled to receive 50% reduction for one residential visit per Key Stage.

Food Technology / Design Technology The technology curriculum requires children to plan, design and make items / foods. Pupils in Primary may take home their work at a charge of 50p to cover the cost of ingredients / materials. Pupils who do not bring 50p will take part in the lesson but will not be permitted to take food/ work home with them.

Swimming The school organises swimming lessons for all children in KS 2 and no charge is made to parents. In EYFS and KS1, pupils swim in the school's hydrotherapy pool.

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 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. Spanish Club, Multi Sports, Choir. No charge is made to parents for these activities.

After School Club After School Club operates for five evening each week, 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 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. Where a family is entitled to Pupil Premium, the contribution is waived and PP is used to fund the place. Parents have a right to know how each trip is funded and this information can be provided on request.

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.

School Fund Pupils in Secondary have a daily snack. A voluntary contribution of £1.00 per week per child is requested to pay for fruit, snacks and drink. 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 cost of these can be met via a payment plan (any additional costs may be subsidised by the school / fundraising events). Ski residentials will exceed this limit due to the costs of additional staffing and continental travel however, these visits are also heavily subsidised. Parents who are unable to pay for the cost of the residential are encouraged to discuss this further with the Head of Department or Principal. Pupils from low-income families are entitled to receive 50% reduction for one residential visit per Key Stage.

Food Technology/Design Technology Pupils are asked to make a £1.50/ £2.00 contribution for ingredients and a container to take food home. 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.

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 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. Spanish Club, Multi Sports, Choir. No charge is made to parents.

After School Club After School Club operates for five evening each week, 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.

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 the use of off site cycling facilities
- £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, to the value of £30. Parents 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. Pupils from low-income families are entitled to receive 50% reduction for one Residential visit per Key Stage.

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. However, the FE Department attempts to ensure that no weekly Residential will exceed £250.00. The cost of the Residential 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.

The FE Department is committed to ensuring value for money and will approach the venue to "strike a deal" regarding the total cost. Tor View Incorporated will also subsidise the cost of the residential and will make an appropriate donation to each group. The cost paid by the students covers the cost of the staff attending.

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 Department or Headteacher. Pupils from low-income families are entitled to receive 50% reduction for one Residential visit per Key Stage.

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. If a

student is in paid work at Tor View then staff will work with that student (should they wish) to save their earned money to pay for their Residential.

FE Student Fund A weekly voluntary contribution of £3.50 is asked for. Of this, 50p is fruit money and all students have access to a piece of fruit on a daily basis. The remaining £3.00 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. A TA3 is responsible for book keeping to record income and expenditure for the student fund.

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 Tutors 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. School does not currently charge FE for the use of the mini buses and school car, however the students contribute to the overall running costs by making an annual payments from Tor View Incorporated. The FE department acknowledges that, without the use of school transport, they would not be able to fund-raise to the extent that they currently do. The value of the one-off payment is decided by the students, with the guidance of staff.

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 re therefore required to pay 50p for a one-way journey. Parents/carers are expected to fund this and are informed of the detail at the Y11 Parents' Evening.

The College Link group does not contribute to the student fund but is instead entitled to receive a free lunch at College. The College Link group pays an annual sum of approximately £30.00 to cover all College visits.

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).

	Name/Initials:	Date:
Written By:	NW	2017
Reviewed:	LAP/NW	Nov 17
	NW	Dec 18