



**Temple Newsam Community Partnership**

**ACTIVITY PROGRAMME  
CHARGING POLICY**

**MARCH 2019 TO  
MARCH 2022**



**R E D   K I T E**  

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**LEARNING TRUST**

## **Aim**

The aim of this policy is to set out what charges will be levied for any TNCP activities offered to children, young people and families. These charges will be levied for all out of school activities, events and trips. This policy has been reviewed following consultation with and participation from children, young people, parents and carers from across the community.

## **Responsibilities**

The TNCP's Advisory Board is responsible for determining the content of this policy and the Cluster Targeted Services Leader/ Director and Cluster Manager for implementation. Any determination with respect to individual children, young people and families will be considered by the Cluster Targeted Services Leader/ Director and/ or Cluster Manager on behalf of the TNCP's Advisory Board in line with Cluster priorities relating to supporting our most vulnerable children, young people and families.

## **TNCP is able to charge for activities that are offered external to the National Curriculum and not for profit and may include:**

- Board and lodging on residential visits
- The proportionate costs for an individual child of activities outside school hours (in particular after school and in the school holidays) to meet/ contribute towards the costs for;
- Travel
- Materials and equipment
- External staff/ organisation costs
- Entrance fees
- Insurance costs
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Damage/ vandalism/ loss to and of school or community venue

Out of School Activity Charges have been suggested at:

- 1) No less than £1.00 and no more than £10.00 per child/ young person/ parent/ carer per activity based in a local school or community setting delivered by staff, volunteers and partners.
- 2) No less than £2.50 and no more than £20.00 per child/ young person/ parent/ carer per activity based in a local school or community setting delivered by commissioned staff from an external organisation.
- 3) No less than £5.00 and no more than £30.00 per child/ young person/ parent/ carer per activity based off site with an external provider and including transport.

Specific charges for individual activities and events will be determined by the Cluster Manager and Cluster Community Worker to cover all costs, bearing in mind 'not for profit' status. All proceeds will be reinvested into the TNCP to sustain activity programmes and to support ongoing Cluster priorities.

## **Remission**

Some children and families who fit within cluster priority areas may be entitled to partial remission of charges for TNCP out of school provision depending on family financial circumstances and at the discretion of the Cluster Targeted Services Leader/ Director, Cluster Manager and/ or Cluster Community Worker. A suggested donation will be requested as an alternative to full costs which will be dependent on individual family circumstances. The TNCP is no longer in a position to offer activities free of charge unless absolutely necessary.

Criteria for Considered Remission:

Criteria for projects and activities to support the three citywide obsessions and must link in with priorities and actions agreed in the Cluster/ TNCP Action plans:

- 1) Improving attendance
- 2) Supporting young people at risk of becoming NEET (Not in education, employment or training)
- 3) Supporting young people who are Looked After or those at risk of becoming Looked After

Priority to young people fitting one or more of the criteria below:

- Eligible for Free School Meals/ Pupil Premium
- Families receiving benefits
- Needing support with improving attendance
- Needing support with improving attainment
- Involved in an Early Help Assessment/ Plan
- Cluster Guidance and Support Referral or Families First priority
- Social Care involved with the family
- Looked after child or young person
- At risk of becoming NEET (Not in education, employment or training)
- Family in challenging circumstances
- Disability and/ or additional needs

### **Cashflow/ Budget Records**

The Cluster Community Worker and Cluster Manager will maintain an accurate record of all budgets and cashflow. These records should be retained for a minimum of six years, as per Red Kite Learning Trust's audit requirements. VAT implications must be considered for all external funding secured to support activity programmes.

Date of Policy approval: March 2019

Date of Policy review (3 years): March 2022