

## Fierté Multi Trust Charging and Remissions Policy

At the heart of our Trust are both the UNICEF Rights Respecting values and articles and Building Learning Power. Through these, we aim to put children's rights at the heart of our schools. We work together to embed children's rights in our ethos and culture; to improve well-being and develop every child's talents and abilities to their full potential. We aspire to give children a sense of pride and achievement in all that they undertake.

**IMPLEMENTATION DATE:** September 2017-2018

**REVIEW DATE:** Summer Term 2018

Policy adopted by the Trust Board on 13<sup>th</sup> July 2017

### **Aim**

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

### **Responsibilities**

The Trust Board of the Multi Academy Trust is responsible for determining the content of the policy and the Principal / Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and the Trust Board.

### **Definitions**

**Community Facilities** - activities which the board do not feel is of direct educational benefit to children at the school

**Extended school provision** - provision of childcare outside the standard school day where it is optional as to whether the child attends

**External Lettings** - letting to an organisation other than the school

**Remission** - where a charge is not payable, either in full or in part

### **Prohibition of Charges**

The Trust Board of the Multi Academy Trust recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trips.

### Charges

The Trust Board will determine, where applicable, for each of the following whether they intend to make a charge and how much the charge should be.

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs
- (i) Letting of the school premises or grounds
- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (k) Charges for materials or ingredients where the pupils wish to have the finished product
- (l) Cost of transport to take part in work experience

Consideration is also given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;

- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
  - Services (heat & light)
  - Staffing (security, caretaking & cleaning)
  - Administration
  - Wear & tear

### **Remissions**

Children who are entitled to pupil premium may receive some support.

### **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

- a) Contribution towards some school trips
- b) Discotheques
- c) Breakfast Club
- d) Materials for after school clubs
- e) Coaches for school trips

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) that without voluntary contributions it may be that the trip cannot go ahead.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

### **Charges for 2017 / 2018**

Charges are as follows for Ankermoor Academy

- a. Parents will be asked to replace a book, for example, or cover the cost or replacement. In circumstances where the damage / breakage is significant then the Principal / Headteacher will agree an amount with the parent/ guardian as per responsibility
- b. 

School lettings (external)	£13.50 per hour per room.
Nursery letting extended schools	£27 per day
Locking the building after normal hours	£10.00
Opening and locking	£20
- c. In circumstances where pupils wish to take home the finished project an amount will be agreed by the Headteacher as per her responsibility. This amount will reflect a true cost to the school with no additions charged to parents.

- d. School trips will be based around the cost of the trip and be a voluntary contribution.

Charges are as follows for Glascote Academy

- a. Parents will be asked to replace a book, for example, or cover the cost or replacement. In circumstances where the damage / breakage is significant then the Principal / Headteacher will agree an amount with the parent/ guardian as per responsibility
- b. School lettings (external) £13.50 per hour per room.
  - a. Nursery letting extended schools £27 per day
  - b. Locking the building after normal hours £10.00
- c. Nursery meals pupil £2.50
- d. Opening and locking £20
- e. In circumstances where pupils wish to take home the finished project an amount will be agreed by the Headteacher as per her responsibility. This amount will reflect a true cost to the school with no additions charged to parents.

Charges are as follows for Violet Way Academy:

- a. Parents will be asked to replace a book, for example, or cover the cost or replacement. In circumstances where the damage / breakage is significant then the Principal / Headteacher will agree an amount with the parent/ guardian as per responsibility
- b. School lettings (external) £13.50 per hour per room.
  - Nursery letting extended schools £27 per day
  - O.S.C.C. letting extended schools £27 per day
  - E.S.B.C. £16 per session
  - Nursery meals pupil £2.50
  - Locking the building after normal hours £10.00
  - Opening and locking £20
- c. In circumstances where pupils wish to take home the finished project an amount will be agreed by the Headteacher as per her responsibility. This amount will reflect a true cost to the school with no additions charged to parents.
- d. School trips will be based around the cost of the trip and be a voluntary contribution.
- e. Violet Way Office provides administration services for Violet Way Nursery and Care Club. These charges will be based on the number of hours agreed and the hourly rate for staff.

Charges for Activities and Provision across the M.A,T. are:

- a. Forest leader £17.00 per hour
- b. Driver £14.00 per hour
- c. Mini bus £15 per hour
- d. Additional resources may be charged, including catering as agreed.
- e. School trips will be based around the cost of the trip and be a voluntary contribution.