



*Placing children's rights at the heart of all we undertake.*

· respect · integrity · humility · equality · care towards all

---

## **The Fierté Multi-Academy Trust**

# Charging and Remissions Policy

## Document Control

<b>Document Title</b>	Charging and Remission Policy
<b>Author</b>	Jayne Harrison
<b>Department/Subject</b>	Central Team
<b>Document Status</b>	V1
<b>Approval</b>	Trust Board
<b>Publication Date</b>	01.07.2020
<b>Review Date</b>	Summer Term 2021
<b>Issued to</b>	Teams Portal

## Version Control

<b>Version</b>	<b>Date</b>	<b>Amended by:</b>	<b>Comments</b>
1.0	June 2019	Jayne Harrison	
2.0			

<b>Section/Page</b>	<b>Changes</b>

## 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 is responsible for determining the content and implementation of the policy. Any determinations with respect to individual parents will be considered jointly by the head teacher of the relevant academy 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 clubs 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 Fierté Multi-Academy Trust recognise that the legislation prohibits charges for the following:

- Admission applications
- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

## 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.

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
- Individual or group tuition in the playing of a musical instrument
- Re-sits for public examinations where no further preparation has been provided by the school
- Costs of non-prescribed examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Letting of the school premises or grounds
- Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- Charges for materials or ingredients where the pupils wish to have the finished product
- 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 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
- any charge for a pupil activity should not exceed the actual cost
- 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:

- Contribution towards some school trips
- Discotheques
- Breakfast Club
- Materials for after school clubs
- 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 2020 / 2021

Charges are as follows for Anker Moor Academy

- 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
- School lettings (external) £14.00 per hour per room.
- Our Pride Our Joy letting £27 per day
- Nursery meals £2.75
- Locking the building after normal hours £10.00
- Opening and locking £20

Charges are as follows for Dosthill Academy

- 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
- School lettings (external) £14.00 per hour per room.
- Our Pride Our Joy letting £27 per day
- Nursery meals £2.75
- Locking the building after normal hours £10.00
- Opening and locking £20

Charges are as follows for Edge Hill Academy

- 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
- School lettings (external) £14.00 per hour per room.
- Locking the building after normal hours £10.00
- Opening and locking £20

- Farm / Forest bookings – please see below

#### Charges are as follows for Glascote Academy

- 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
- School lettings (external) £14.00 per hour per room.
- Our Pride Our Joy letting £27 per day
- Nursery meals £2.75
- Locking the building after normal hours £10.00
- Opening and locking £20

#### Charges are as follows for Heathfields Academy

- 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
- School lettings (external) £14.00 per hour per room.
- Our Pride Our Joy letting £27 per day
- Nursery meals £2.75
- Locking the building after normal hours £10.00
- Opening and locking £20

#### Charges are as follows for Violet Way Academy:

- 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
- School lettings (external) £14.00 per hour per room.
- Our Pride our Joy Letting £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

#### Charges are as follows for Wilnecote Academy

- 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
- School lettings (external) £14.00 per hour per room.
- Locking the building after normal hours £10.00
- Opening and locking £20

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

- Forest leader £17.00 per hour
- Driver £14.00 per hour
- Minibus £15 per hour
- For holiday clubs where requests for lettings are received charges can be negotiated but a suggested rate of £27 per day in line with Our Pride Our Joy charges. All charges to be agreed with CFO.
- Additional resources may be charged, including catering as agreed.
- Our Pride Our Joy Administration Charge 8% of total income

**Signed**

**Date: 01.07.2020**

**Chair of the Finance and Audit Committee**

**Appendix A**

**APPLICATION FOR HIRE OF FIERTÉ MULTI ACADEMY TRUST**

**Ankermoor Academy, Dosthill Academy, Glascote Academy Violet Way Academy (please delete)**

**Name of Hirer:**

**Address of Hirer:**

**Daytime Tel No.**

**Evening Tel No.**

**Details of requirements:** Room and area to be hired

	<b>Classroom</b>	<b>Dining Room</b>	<b>Hall</b>	<b>Sports Court</b>	<b>Woodland</b>
Please tick					
<b>Start date:</b>					
<b>End date:</b>					
<b>Day(s) of Week:</b>	Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>				
<b>Nature of activity</b>					
<b>Equipment/facilities requested</b>					
<b>Equipment to be brought in by hirer:</b>					
<b>Age range of those attending:</b>					
<b>Numbers attending:</b>					

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Use specified in the attached documentation.

\*Public liability insurance is being provided by the Trust’s RPA Insurance Policy I can confirm that I have read the Summary of Cover and fully understand the insurance being provided including the policy conditions and exclusions which apply.

\*Public liability insurance is not being provided by the Trust’s RPA Third Party Hirer’s Insurance Policy and I can confirm that I have arranged Public Liability Insurance in the name of the individual / organisation hiring the school premises for a limit of indemnity of at least £5,000,000. (£10,000,000 in the case of contractors)

**Signature of Applicant:** .....

**Full Name (in block letters)** ..... **Date:** .....

**NOTE:** The giving of false information on this Application for Hire Form may lead to the cancellation of the booking without notice.

## Appendix B

### AGREEMENT FOR THE USE OF ANKERMOOR ACADEMY, DOSTHILL GLASCOTE AND VIOLET WAY ACADEMY PREMISES

AN AGREEMENT made between Ankermoor Academy, Dosthill Academy, Glascote Academy, Violet Way Academy and

..... (name of Hirer)

IN CONSIDERATION of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions: -

payment being made in full at least one month prior to the letting(s) taking place. However alternative invoicing processes will be considered.

the person in charge of your activity being shown the fire escape routes before the start of the letting;

the Conditions of Use prevailing at the time of the letting.

Under GDPR regulations the hirer:

- has supplied the trust with their up to date Privacy Notice.
- confirm that they comply with requirements regarding the data rights of individuals (e.g. to access, delete or rectify data), secure processing, the reporting and communication of data breaches, and the conducting of impact assessments where relevant, informing the Trust DPO Mrs. L. Webster of any breaches that may have an impact on the Trust.

#### THE SCHEDULE

Area hired/ additional facilities and equipment	Dates and Times of Hire

Signed by ..... Date .....  
On behalf of the Trust Board

Signed by the hirer ..... Date .....

NOTE: Please ensure the Conditions of Use and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.

