

The Harrowby / National Academies Trust

“Aim High BELIEVE, Fly High ACHIEVE”

Charging and Remission Policy



Trust

“Those who trust in the Lord will become strong again. They will be able to rise up and soar like an eagle in the sky.”

Isaiah 40 v31

Friendship

“A friend loves at all times and is always there to help.”

Proverbs 17 v17

Forgiveness

“Be kind, be humble, gentle and patient. Forgive each other.”

Colossians 3 v13

Wisdom

“Listen to advice and accept correction. Then in the end you will be wise.”

Proverbs 19 v20

Endurance

“I can do all things through Christ because he gives me strength.”

Philippians 4 v13

Peace

“The Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.”

Galatians 5 v22-23

Date of Review	June 2021
Date of Next Review	June 2022

1. **Aims**

Our Trust aims to:

- Have robust, clear processes in place for Charging and Remissions.
- Clearly set out the types of activities that can be charged for and when charges will be made.

2. **Legislation and Guidance**

This Policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996 (sections 449-462) which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

3. **Definitions**

3.1 Charge – a fee payable for specifically defined activities.

3.2 Remission – the cancellation of a charge which would normally be payable.

4. **Roles and Responsibilities**

4.1 The Board of Trustees

- The Board of Trustees has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a Committee, an individual Trustee or the Executive Headteacher.
- The Board of Trustees has overall responsibility for monitoring the implementation of this Policy.
- In our Trust monitoring the implementation of the Policy has been delegated to the Audit Committee.

4.2 The Executive Headteacher

The Executive Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently.
- Notifying the Executive Headteacher of any specific circumstances which they are unsure about or where they are not certain if the Policy applies.

The Senior Leadership Team (SLT) will provide staff with appropriate training in relation to this Policy and its implementation.

4.4 Parents/Carers

Parents/Carers are expected to notify staff or the Executive Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

5. **Where Charges Cannot Be Made**

Below we set out **what the Trust cannot charge for**:

5.1 **Education**

- 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:

- o The National Curriculum;
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the Trust;
 - o Religious Education.
- Instrumental or vocal tuition, for pupils learning ~~individually or~~ in class groups, ~~unless the tuition is provided at the request of the pupil's parents/carers.~~
 - Entry for a prescribed public examination if the pupil has been prepared for it at the Trust.
 - Examination resit(s) if the pupil is being prepared for the re-sit(s) at the Trust.

5.2 Transport

- Transporting registered pupils to or from the Trust premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Board or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the Trust.
- ~~Transport provided in connection with an educational visit.~~

5.3 Residential Visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of:
 - o The National Curriculum;
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the Trust.
 - o Religious Education.
 - o Supply teachers to cover for those teachers who are absent from the Trust accompanying pupils on a residential visit.

6. Where Charge Can Be Made

Below we set out **what the Trust can charge for:**

6.1 Education

- Any materials, books, instruments or equipment, where the child's parents/carers wish him or her to own them.
- Optional Extras (see 6.2 below).
- Music and vocal tuition, in limited circumstances.
- Certain Early Years provision.
- Community facilities.

6.2 Optional Extras

We are able to charge for activities known as 'Optional Extras'. In these cases, the Trust can charge for providing materials, books, instruments or equipment. The following are 'Optional Extras':

- Education provided outside of school time that is not part of:
 - o The National Curriculum;
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the Trust;

- Religious Education.
- Examination entry fees(s) if the registered pupil has not been prepared for the examination(s) at the Trust.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority / Board of Trustees has arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (such as breakfast clubs, after school clubs, beverages and supervised homework sessions).

When calculating the cost of Optional Extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the Optional Extra.
- The cost of buildings and accommodation.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an Optional Extra (including supply teachers engaged specifically to provide the Optional Extra).
- The cost, or an appropriate proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an Optional Extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the Optional Extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an Optional Extra which is to be charged for.

6.3 **Music Tuition** (see also 8.3 below)

The Trust can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parents/carers.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum.
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by the local authority.

6.4 Residential Visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual costs.

7. Voluntary Contributions

As an exception to the requirements set out in Section 5 of this Policy, the Trust is able to ask for voluntary contributions from parents/carers to fund activities during school hours which would not otherwise be possible.

Some activities for which the Trust may ask parents for voluntary contributions (although this list is not exhaustive) include:

- School trips or visits that enrich the curriculum and educational experience of the children.
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Visits to the theatre.
- Musical events.

~~There is no obligation for parents/carers to make any contribution, and No child will be excluded from an activity if their parents/carers are unwilling or unable to pay.~~ However, if the school is unable to raise enough funds for an activity or visit, then it ~~may~~ will be cancelled.

8 The Trust will charge for the following activities:

8.1 Childcare Club

Before and after school childcare clubs are available at both Harrowby Infant School and The National Junior School.

Places must be paid for before accessing the provision.

Harrowby Infant School

The before school childcare club is open from 7.30am to 8.00am, providing a light breakfast and drink followed by organised activities until 8.45am, through pre-arranged bookings. The cost of this facility is £4.50 per day.

If access to the club is only required from 8.00am to 8.45am without breakfast, the cost is £4.00 per day. A free drop off facility for siblings of pupils at The National Junior School is available from 8.30am. Other parents/carers wishing to drop off at 8.30am can do so at a cost of £1 per day.

The after school childcare club is available from 3.00pm to 5.30pm, when a drink and snack of fruit or healthy biscuit is provided. All children are encouraged to participate in the range of organised activities offered. Times are flexible at a cost of £4.00 per hour.

National Junior School

The before school club is available from 7.30am to 8.50am through pre-arranged bookings. The cost of this facility is £4.50 per hour before 7.50am when a light breakfast is provided, and £4.00 per hour after 7.50am with no breakfast.

The after school club is available from 3.30pm to 5.30pm where a drink and snack is provided at a cost of £4.00 per hour.

Please note

Pick up after 5.30pm at either school, with no valid reason, will incur a £10 fee for every 15 minutes late. Parents/carers will be informed of this charge at the discretion of The Trust.

Children will be placed into the Childcare Club if they have not been collected 10 minutes after the end of the school day and school has not been notified/advised. Parents will be charged for this at the usual rates.

8.2 Damage/Loss of Property

A charge will be levied in respect of willful damage, neglect or loss of Trust property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Executive Headteacher. A charge will be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the Trust. The charge will be the cost of replacement or repair, a lower cost may be set at the discretion of the Executive Headteacher.

8.3 Music Tuition

There is a charge to the Trust for individual or group music tuition (Key Stage 2) where this is not part of the National Curriculum. We use peripatetic music teachers provided by Lincolnshire Music Service who teach individual or small groups of children.

The charge for the academic year 2020/2021 made directly with parents by Lincolnshire Music Service

Pupils who wish to take up this additional education and for whom we receive Free School Meals/Pupil Premium Funding will be supported by the Trust. We give parents/carers information about additional music tuition at the start of each academic year together with details of exemptions.

8.4 Swimming

The Trust organises swimming lessons for all children in Key stage 2. These take place in school time and are part of the National curriculum. We may ask for a small charge for this activity to cover transport. We make no charge for tuition for this activity. We inform parents/carers when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming lessons.

For regular activities, the charges for each activity will be determined by the Governing Board and reviewed annually. Parents will be informed of the charges for the coming year at the commencement of each academic year.

8.5 Parent Pay

To give parents/carers an additional platform to make payment to the school, Parent Pay (National School) hosted by Parentmail, will be made available. A fee of £2.50 per transaction may be charged for this service.

8.6 DBS

All adults involved in 'regulated activity' within the Trust will be subject to an enhanced Disclosure and Barring Scheme check. There is a charge for this check for employed staff, but we will not pass this on for adults who are employed by the Trust.

The DBS service does not make a charge for a check for a volunteer. However, there is a charge for the administration of this check and we may pass on this charge to volunteers. This is because once the certificate has been received it can be used to obtain gainful employment at other establishments. Current costs are available at each school's office.

8.7 Passport and Legal Documents

8.7.1 Passports will be countersigned by the Executive Headteacher or Head of School at a charge of £20 for this service (more than one form may be completed IF they are submitted at the same time – separate submissions will require multiple charges). Please allow at least 48 hours for forms to be completed.

8.7.2 Letters and other documentation may be produced by Trust staff at a charge of £15 per letter. Please allow at least 48 hours.

8.8 Access to Information

8.8.1 Under the Data Protection Act 1998 and GDPR (May 2018), individuals and parents/carers have a right to request access to information we hold about them and their child(ren). In most cases, the Trust cannot charge for providing this information. We will provide such information, once identity has been gained, with information held.

8.8.2 Where a charge is applicable, if the cost exceeds £2.00 the Trust will charge:

- 10p per sheet of photocopy, print out and printed covering letter, regardless of sheet size or colour copy.
- The actual cost of postage.
- Where a specific request is made for presentation in a particular form (eg CD-ROM), the actual cost of doing so.
- £25 per hour for staff time if it is necessary for a member of staff to accompany somebody requesting to inspect records.
- Actual costs of translation into another language.

8.8.3 Responding to high cost requests (those expected to cost more than £450) is discretionary and the Governing Board may refuse such costs.

8.9 Private Photocopying

The Trust photocopiers are to be used for work related purposes only. For other purposes, permission should be sought from the Executive Headteacher and a cost may be set by the EHT.

8.10 Private Telephone Calls

Trust Telephones

Trust telephones should only be used for work related purposes. Staff should only make or receive private telephone calls with their own mobile phones outside of directed hours.

8.11 External Marketing

The Trust will charge companies £5.00 each time for distribution of marketing material via Parentmail for activities which charge parents, eg childminders, after school or holiday clubs. Additional charges may be applied for any photocopying of materials by the Trust.

9. Remissions

In some circumstances, the Trust may not charge for items or activities set out in Sections 6 and 8 of this Policy. This will be at the discretion of the Governing Board and will depend on the activity in question.

9.1 Remissions for Residential Visits

Parents who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if household income is less than £7,400

9.2 Music Tuition

The Trust will support pupils at The National Junior School who are entitled to Free School Meals/Pupil Premium Funding and who wish to take up individual or group music tuition, which is not part of the National Curriculum and for which there is a charge.

10.0 Refunds

Any refunds due to be made for pre-paid activities which are cancelled will be refunded via faster payment into your bank account.

11.0 Monitoring Arrangements

The Board of Trustees monitors charges and remissions and ensures these comply with the Policy. The Policy will be reviewed annually and approved by the Governing Board.