



Charging and Remissions Policy

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The Sovereign Trust is a Multi Academy Trust registered in England No. 09666511. Registered Office: Manor Academy Sale, Manor Avenue, Sale M33 5JX



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7	27/06/2024	Hire charges for the pool at Pictor and hall at Manor have been reviewed for the year 2024-2025	Finance & Estate Controller	Approved 27/6/2024
6	22/09/2023	Hire charges at Pictor have been reviewed for the year 2023 – app 1	Finance & Estate Controller	Approved 05/10/2023
5	12/06/2023	Charge for Block booking for Longford included App 1 costs reviewed Admin hourly cost reviewed	Finance & Estate Controller	Approved 27/6/2023
4	12/05/2022	Charges at Head Teachers discretion Review of charges completed – determined competitive and offer value	Finance & Estate Controller	Archived
3	14/06/2021	Addition of Outreach / Step Out services, Academy's charging chart,	Finance & Estate Controller	Archived
2	22/06/2020	No amendments		Archived

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Introduction

The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents or guardians.

The Board of Trustees are responsible for determining the content of the policy and the Head Teacher or the Chief Finance Officer for its implementation. Any determinations with respect to individual parents or guardians will be considered jointly by the Head Teacher and the Chief Finance Officer

Prohibition of Charges

The Board of Trustees recognises that the legislation prohibits charges for the following -

- * Education provided during academy hours (including the supply of any materials, books, or any other equipment).
- * Education provided outside academy hours if it is part of the Curriculum, or part of RE.
- * Tuition for pupils to learn to play musical instruments if the tuition is required as part of the Curriculum.
- * Education provided on any trip that takes place during academy hours.
- * Education provided on any trip that takes place outside academy hours if it is part of the Curriculum.
- * Supply teachers to cover for those teachers who are absent from their post accompanying pupils on a residential visit.
- * Transporting registered pupils to and from the academy premises, where the LA has a statutory obligation to provide transport.
- * Transporting registered pupils to other premises where the Academies or LA has arranged for the pupils to be educated.
- * Transport provided in connection with an educational trip.
- * Music tuition outside of the national curriculum for a pupil who is 'looked after' by a local authority.

Charges

The academy reserves the right to charge for:

- * Board and lodging on residential visits (not to exceed the costs).
- * The proportionate costs for an individual child of activities wholly or mainly outside the academy day, to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
- * Individual or group tuition in playing a musical instrument or vocal tuition (Charges may only be made if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil).

- * Any other education or transport fee unless charges are specifically prohibited.
- * Extra-curricular activities and academy clubs.
- * A charge will be levied in respect of examination entries for pupils where the academy has not prepared the pupil for the examination.
- * A charge will be levied in respect of examination entries for pupils where -
 - The academy has prepared the pupil for the examination and It considers that for educational reasons the pupil should not be entered and / or
 - The pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the Academy may refund the cost.
- * A charge may be levied for pupils re-sitting an examination.
- * A charge will be levied where a pupil fails without good reason (for example, due to illness) to complete the requirements of any public examination where the academy paid or agreed to pay the entry fee.
- * The charge levied in above will be the cost of the examination entry, plus any applicable Centre.
- * Education provided outside of academy time that is not:
 - part of the national curriculum.
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy; or part of religious education.
- * Transport (other than transport that is required to take the pupil to academy or to other premises where the local authority/Academies have arranged for the pupil to be provided with education).
- * If a pupil is prepared for an examination outside academy hours that is not set out in regulations (the full list of which is available from the relevant academy), a charge will be levied for tuition and other costs.
- * Board and lodging for a pupil on a residential visit.
- * Extended day services offered to pupils (for example breakfast club, after-academy clubs, tea and supervised homework sessions).
- * For all other activities outside academy hours, a charge up to the cost of the activity will be levied.
- * A charge may be levied in respect of willful damage, neglect or loss of academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher or the Chief Finance Officer may decide.

Charging for Educational Visits, Extended Academy Activities and Pupil Damage

The Trust will abide by the guidance set by The Department for Children, Schools and Families, Section 449-462 of the Education Act 1996.

No Charges will be made for

- * Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment).

- * Education provided outside Academy 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 Academy, or part of the Academy's basic curriculum for religious education.
- * Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy.
- * Entry for a prescribed public examination, if the pupil has been prepared for it at the academy.
- * Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the Academy.
- * Education provided on any trip that takes place during Academy hours.
- * Education provided on any trip that takes place outside Academy 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 Academy, or part of the Academy's basic curriculum for religious education.
- * Supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a residential trip.
- * Transport provided in connection with an educational trip.

For all Academy activities undertaken which are not deemed to fall within the National Curriculum (i.e. are Optional Extras) and costs are to be recovered by charging parents and carers we must ensure that: -

- * Parents/Carers know how the charge is calculated.
- * Parents/Carers who may qualify for help with the cost (or even get it free) are identified.
- * Parents/Carers on low incomes and in receipt of benefits (see list below) must be informed of the support available to them when being asked for contributions towards the cost.
- * Any charge made must be divided equally by the number of pupils participating and must not subsidise any other pupil unable to pay full charge.
- * No profit should be made.
- * Parental consent is received. It is a parental choice whether their child participates in any extra activities.

Remissions

Children whose parents are in receipt of the following support payments may, in addition to having free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential academy trips. The relevant support payments are –

- * Income Support
- * income-based Jobseeker's Allowance
- * income-related Employment and Support Allowance
- * support under Part VI of the Immigration and Asylum Act 1999
- * the guaranteed element of Pension Credit
- * Child Tax Credit (provided you're not also entitled to Working Tax Credit and annual gross income doesn't exceed the level set)
- * Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

- * Universal Credit - if you apply on or after 1 April 2018 your household income is less than limit set. (After tax and not including any benefits you get)

The Head Teacher or the Chief Finance Officer may decide not to levy full or part charges in respect of a particular activity or pupil, if they feel it is reasonable in the circumstances.

Voluntary Contributions

Where the academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the academy, the academy may request or invite parents/guardians to make a voluntary contribution that will not exceed the cost or proportional cost per pupil for the activity for the following -

- * Educational visits that take place outside academy hours
- * Any activity which takes place during academy hours provided charging is not specifically forbidden
- * Academy Fund
- * Charity fund raising

The terms of any request to parents/guardians will specify that the request for a voluntary contribution is not a charge. In addition, the following will be made clear to parents/guardians -

- * That the contribution is truly voluntary and a parent/guardians are under no obligation to pay.
- * Registered pupils at the academy will not be treated differently according to whether or not their parents have made any contribution in response to the request for a voluntary contribution.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher or the Chief Finance Officer.

Where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Admin Fees

Photocopying Charges

When Academy is asked to provide copies of pupil files a charge is applicable to cover employees' time and resources used.

- * Each photocopy (print and paper) – 5pence each
- * Admin Time - £15.00/hour
- * If the information is to be posted then full recorded postage costs must be paid for.

Lettings of Trust Premises and Facilities

The Board of Trustees are committed to promoting the resources and services available within the Trust's properties. Any organisation may apply to hire the Trust facilities but certain restrictions will apply. The suitability of each booking will be considered and acceptance of bookings will be entirely at the discretion of the Estates Manager, Head Teacher and subject to the key holder. The academy's requirements will always be given precedence.

Responsibility for the Co-ordination of Hire

The Estates Manager / Finance Officer / Admin Officer is responsible for: -

- * Recommending the annual pricing schedule to the Finance Committee of the Governing Body
- * Liaising with the Head Teacher and the Caretaker with regards to the hiring of facilities.
- * Checking the suitability of applicants.
- * Checking availability of dates.
- * Issuing booking form and terms and conditions of lettings to prospective hirers.
- * Checking that booking forms have been completed in full, provide copy to caretaker and key holding staff.
- * Obtain copy of hirers Public Liability Insurance.
- * Raising invoice to customer and receipting payments.
- * Keeping the Caretaker informed of all lettings.

The Caretaker is responsible for: -

- * Liaising with Estates Manager / Finance Officer and recording lettings in diary as soon as they are known.
- * Communicate bookings made with key holding staff and ensure cover is arranged as per customers completed booking form.
- * Preparation of the facilities.
- * Ensuring that all areas of the academy to which the public will have access are maintained and cleaned to a good standard.

Payment Method

Invoice will be issued in advance of booking where possible and payment terms of 30 days from invoice date will be offered.

Cancellation Notice & Terms & Conditions

More guidance can be found in the lettings policy.

See [Appendix 1](#) for charging chart

Outreach / Step Out Services

The skills and experience of our staff is a valuable asset to the Trust and although it is important we provide support and share our knowledge it is necessary for us to charge for some of these services and recover all costs as appropriate. The charges made should account for the time, resources and knowledge required to deliver services that are additional to our routine advice and support for Academies.

Objectives

- * Provide the best support and guidance possible to local schools and academies.
- * A profit margin would be welcome although it is most important for The Trust to recover its costs.
- * Offer a range of packages to give our customers best value and choice.

Service Level Agreements / Orders

Services will be sold in packages as Service Level Agreements. The Service Level Agreements offered will be promoted on the Academy's website (Longford Park School) and marketing literature will be distributed appropriately. Orders are to be received by email to the Finance Officer, once placed our customers are bound by the T&C's. Once order is processed on internal database this will trigger the processing of appropriate invoicing by the Finance Officer.

Charges

The services offered are provided on an "at cost" basis. All income received is reinvested into the department to further develop the services provided. All costs are reviewed annually, please see website for more information.

Full details of the charges applied to our services are details on the website – <https://www.longford.trafford.sch.uk/>
Under the tab for Outreach – Packages and Services

Payment Method

Invoice will be issued at the start of the term and payment terms of 30 days from invoice date will be offered.

Cancellation Notice & Terms & Conditions

All terms & conditions are confirmed in our annual promotional flyer which can be found on the website.

Appendix 1

Charging Chart

Individual Academy's Charging Chart

Manor Academy		
Hall Hire	£52.50 hour	Term time only
Wrap around provision	Not available	Term time only
Academy trips	Various costs depending on the trip, costs are not to exceed the cost	Term time only

Pictor Academy		
Hall Hire	£52.50 hour	Term time only
Hydro Pool	*£52.50 hour	* Term time only
Wrap around provision	Morning 1hr 15min session £15.75/place Afternoon 2hr 15min session £26.23/place	Term time only
Academy trips	Various costs depending on the trip, charges are not to exceed the cost	Term time only

Longford Park Primary		
Hall Hire	£52.50 for 3-hour minimum block for each single booking - Maximum cost for evening booking £90	Term time only Monday – Friday Only
Wrap around provision	Not Available	Term time only
Academy trips	Various costs depending on the trip, charges are not to exceed the cost	Term time only

New Park Academy		
Hall Hire	Not available	Term time only
Wrap around provision	Not available	Term time only

The prices and availability are at the Head Teachers discretion and dependant on how cleaning, keyholding and H&S checks are organised.