



Charging and Remissions Policy

Author:	Helen Phillips
Approval needed by:	LGB
Consultation required	
Adopted (date):	Jan 2020
Date of next review:	Jan 2022

Aim

The aim of this policy is to set out which charges will be levied for Lansdowne: A de Ferrers Trust Academy's activities, external lettings and extended provision, which 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 Local Governing Body for Lansdowne: a de Ferrers Trust Academy are responsible for determining the content of the policy and the Executive Principal is responsible for implementation. Any determinations with respect to individual parents will be considered by the Executive Principal.

Definitions

Community Facilities - activities which the governors do not feel is of direct educational benefit to children at Lansdowne: de Ferrers Trust Academy

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

External Lettings - letting to an organisation other than Lansdowne: a de Ferrers Trust Academy

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

Sinking Fund - a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of Lansdowne: a de Ferrers Trust Academy recognise that the legislation prohibits charges for the following:

- 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 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 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 the academy accompanying pupils on a residential trip;
- transporting registered pupils to or from the academy 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 academy;
- transport provided in connection with an educational trip

Charges

- (a) board and lodging on residential visits (not to exceed the costs) and not currently carried out at Lansdowne: a de Ferrers Trust Academy
- (b) the proportionate costs for an individual child of activities wholly or mainly outside academy 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

Costs would be calculated and split equally between those attending so that costs are covered and a profit is not made.

- (c) breakages and replacements as a result of damages caused wilfully or negligently by pupils. These will be charged at the cost to replace the item.
- (d) extra-curricular activities and academy clubs. The academy will do its best to obtain funding to provide after hours clubs. If we need to charge a fee the academy will calculate costs and will not make a profit
- (e) Letting of the academy premises or grounds. We do not currently let the Academy. If this situation changes we will calculate the cost of a member of the Premises Management staff to open and close the academy, the cost of gas / electricity, wear and tear and cleaning if necessary.
- (f) Extended academy care activities such as breakfast club, holiday clubs and "wrap around" nursery provision. We currently charge a nominal fee of £1 per child for breakfast club. Children who attend our breakfast club and are eligible for free meals are funded and can attend free of charge. We also bid for funds to provide additional staff to manage children who require physical support (ACN)
- (g) Milk to be charged at £1.30 per week for a 1/3 pint of milk every day.
- (h) Photocopying to be charged at:

Black and White	A4	10p
	A3	20p
Colour	A4	50p
	A3	80p
- (i) Laminating to be charged at

A4	50p per sheet	A3	75p per sheet
----	---------------	----	---------------

Consideration also needs to be 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 academy;
- the level of support from the academy budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the academy's budget to support community facilities is the amount of the academy 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 (sinking fund)

Voluntary Contribution

(Option B)

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

- a) Lansdowne: a de Ferrers Trust Academy trips
- b) Nursery children - for additional educational materials
- c) Trips as part of a group such as Pre Nursery

The terms of any request made to parents will specify that the request for a voluntary contribution and 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 academy will not be treated differently according to whether or not their parents have made any contribution in response to the request.

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 or other fundraising.

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