



Mid-Trent
Multi Academy Trust

MID-TRENT MULTI ACADEMY TRUST

CHARGING AND REMISSIONS POLICY

**Policy Reviewed and Adopted by
Board of Trustees:**

13.07.17 – Board of Trustees

Signed by Chair Of Trustees

Version

1.0

Date of Next Review:

July 2019

Responsible Officer:

Accounting Officer

CHARGING AND REMISSIONS POLICY

Principles

The position of the Mid-Trent Multi Academy Trust (hereafter referred to as 'The Trust') is clear, that no child's education should be in any way compromised by the ability of their parents or carers to pay. In some cases Pupil Premium may be used to support those pupils who are at risk of being disadvantaged due to their financial circumstance.

Policy

The Trust is required by law to publish a policy on charging for all of its schools' activities. The Education Act 1996 establishes the basic principle that the education provided by any maintained school/academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school/academy admission charge and no charge for any related activity which takes place during school/academy time.

Exceptions to this general statement are as follows.

- Individual or group tuition in playing a musical instrument may be charged for provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
- Where parents have indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- For all residential visits deemed to be within school hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made, except for families entitled to Free School Meals under the Pupil Premium funding guidance.
- Optional visits or activities occurring outside of normal academy hours may be charged for in full.
- For visits or activities occurring within or mainly within normal academy hours a request may be made for a voluntary contribution from parents.

The Board of Directors of the Trust has therefore approved the following:

Payment of fees will be due in advance of the activities taking place and will be decided by the head teacher. The length of time in advance may vary and will be applicable to the nature of the activity.

Remission of Fees

- That remission of fees will apply in accordance with eligibility for those eligible for Free School Meals under Pupil Premium funding guidance.
- Remission may consist of part or all of the fees according to individual circumstances. All questions of remissions will be dealt with in the strictest confidence. The school reserves the right to require written proof of entitlement to request remission of fees.

- The Governors may wish to remit in full or in part the cost of provisions covered by this policy in the case of other known circumstances such as severe family hardship.
- The parents of pupils who are eligible for Free School Meals under Pupil Premium funding guidance are not expected to contribute any money towards the cost of board and lodging for any residential visits which pupils take part in.

Trips and Visits

Trips and Visits During the school day

Parent/carers cannot be asked for a compulsory payment for any trip or visit that is taking place during a normal school day. Voluntary contributions can be requested (please see Voluntary Contributions section).

Residential Trips and Visits

Where at least half of the time away from home is not part of the normal school hours (excluding lunch break) then a charge for board and lodging can be made.

No charge will be made in respect of pupils whose families are entitled to Free School Meals under Pupil Premium funding guidance.

Non Residential Trips and Visits out of school time

Where at least half of the time away is not part of the normal school hours (excluding lunch break) then parent/carers may be expected to meet the full cost of the trip or visit.

Music Tuition

- In line with current legislation a Trust school will normally charge for practical instrumental or vocal lessons held during the school day.
- A one-off deposit for music tuition (equal to a term's tuition) is payable prior to a pupil first taking up music tuition. The deposit is refunded should the equivalent of a term's notice to quit playing be given. Otherwise the deposit will be used to pay for the pupil's tuition in his/her final term in the school

Voluntary Contributions

- Voluntary contributions can be invited from parents towards the cost of school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
- School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter asking for support will outline the proposed visit, cost, educational value and its relationship to the school curriculum.

- If insufficient voluntary contributions are received and the trip is considered by the Head teacher to not be financially viable, then it will be cancelled and any monies received will be returned.

Damage / Loss to Property

- Charges may be made by the school for: any damage or loss occurring as a result of pupils' bad behaviour, e.g. replacement of broken windows or fittings, defaced or damaged books etc. The school is empowered to recover this loss and resultant costs of repair.
- A charge will be levied in respect of wilful 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 school. The charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

Before and After School Club

Where a school within the Trust provides a before and/or after school club then an appropriate charge to parents will be made in order to cover the cost of the activity.

The responsibility for determining the charge will be delegated to the Head teacher.

Private Use of Facilities

The responsibility for determining the costs for private use of school facilities by members of staff such as private telephone calls and printing are delegated to the Head teacher.

The Trust may allow use of its facilities to outside users at a charge of at least the cost of providing the facilities. A separate Lettings policy is in use and is created using the following principles:

- a) If facilities are used by groups associated directly with school pupils and/or staff then it is permissible to waive all or part of the costs
- b) If facilities are used by local community groups which may include school pupils and/or staff then the hire costs should be set to cover any expenses to the schools relating to the hire.
- c) If facilities are hired to commercial organisations then a market rate may be charged for the hire of the facilities.

The scale of charges will be determined annually and form part of the separate Lettings Policy.

Any amendments to this policy will be made if and when necessary.

Charges Set

This policy should be read in conjunction with a list of charges set which will be decided and approved by schools' Local Governing Bodies and reviewed annually.

APPENDIX
CHARGES SET LOCALLY

Charges for September 2018 – August 2019

The following list of charges are decided locally (by Governing Bodies in individual Trust schools) and will be reviewed and determined annually at summer term Local Governing Body meetings (this may be delegated to local Governors' Finance committees).

St Peter's CE Primary School

Item	Charge
Personal Telephone Calls	Cost of call
Photocopying	10p per A4 sheet 15p per A3 sheet
Music Tuition	Group: £4.75 per lesson/£57 per term Individual: £14 per lesson/£168 per term
Music Tuition Deposit	One-off payment of the equivalent of a term's group tuition fees payable on first taking up tuition (as detailed in Trust Charging and Remissions policy)
5 Day Residential Visits to Entrust Outdoor Education Centres	£250 per child
Residential Visits to Centres other than those run by 'Entrust'	As applicable