



St. Edward's Church of England Academy

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Charging and Remissions Policy

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 Governing Body of the Academy is responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal, School Business Manager or Governing Body.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare 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 Governing Body of the Academy recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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 school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school 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 school, or part of the schools basic curriculum for religious education;



- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school 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 school;

Charges

The Governing Body of St Edward's Church of England Academy endeavor to enable all pupils' equal access to activities. Whilst there is no obligation to pay and no pupil will be discriminated against if their parent does not or cannot contribute, the visit can only go ahead if all those eligible and wishing to participate are prepared to commit to a voluntary contribution of the amount indicated. This contribution will go towards:-

- (a) Board and lodging on residential visits (not to exceed the costs)
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school 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
- (c) Individual or group tuition in the playing of a musical instrument
- (d) Re-sits for public examinations where no further preparation has been provided by the school
- (e) Costs of non-prescribed examinations where no further preparation has been provided by the academy
- (f) Any other education, transport or examination fee unless charges are specifically prohibited
- (g) Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) Extra-curricular activities and school clubs
- (i) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (j) Charges for materials or ingredients where the pupils wish to have the finished product
- (k) Cost of transport to take part in work experience
- (l) Replacement homework diaries



- (m) Journals, magazines, equipment and dictionaries to aid learning at home, pupils charged at cost price
- (n) Recorders for use in music lessons, pupils charged at cost price
- (o) Locker Keys

In determining the charges, consideration has been 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 school 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)

Remissions

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

- a) Universal Credit in prescribed circumstances
- b) Income Support (IS);
- c) Income Based Jobseeker's Allowance (IBJSA);
- d) Support under part VI of the Immigration and Asylum Act 1999;
- e) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the level determined for that financial year.
- f) The guarantee element of State Pension Credit;
- g) An income related employment and support allowance that was introduced on 27th October 2008

Voluntary Contributions



Parents will be invited to make voluntary contributions for the following, this list is not exhaustive

- School visits and trips
- Residential visits
- Curriculum Enrichment

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 school 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, school fund or other fundraising.

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

Those families needing financial assistance are referred to The Milner Fund, a charitable bequest body.

Date of Policy approval	September 2016
Date of Policy review	September 2017
Policy approved	Finance and HR Committee



Scale of Charges for Letting – September 2016

Categories of Charge

Group One	Education Church Groups Catering For School Children
Group Two	Other Charitable/ Non-Profit Making Bodies
Group Three	All Other Groups/ Private Individuals

The first hour for all indoor lettings is **£60.00**. This is made up of a basic charge for administration and the hire of facilities required.

Letting Charges per Hour after First Hour

	Group One	Group Two	Group Three
	Mon – Sun	Mon – Sun	Mon - Sun
Hall	£8.00	£10.00	£15.00
Gymnasium	£5.00	£7.00	£13.00
Classrooms	£4.00	£6.00	£11.00

All the above charges include toilet facilities.

Letting Charges per Hour

	Group One	Group Two	Group Three
	Mon – Sun	Mon – Sun	Mon – Sun
Playground*	£5.00	£7.00	£13.00
Field*	£10.00	£12.00	£17.00
Pitch*	£5.00	£7.00	£13.00

If toilet facilities are required for outdoor events then a **£20.00** fee would be applied for the first hour. The above charges would apply to every hour thereafter.

- The above charges are calculated to allow for caretaking costs, heating and lighting where needed throughout the year.
- Charge for the provision of chairs in school hall: **£25.00** per session.
- Use of other areas, specialist equipment and apparatus: Charges by arrangement
- Multiple booking (10 consecutive booking or more) – would receive a 10% discount by prior agreement.
- All hirers must attend a site meeting in advance, agree to the conditions of hire, and pay the required deposit before the booking is confirmed.
- Cheques must be made payable to: **St Edwards Church of England Academy**

***Where only the playground, field or pitch is hired separately Public Liability Insurance must be in place.**

All Bookings Subject To Academy Availability

Reviewed: September 2016

Next Review date: September 2017



Lighting and Sound Hire Costs – September 2016

Stage Lighting

Lighting Racks	£10.00 per day
Lighting Desk	£5.00 per day
Par Cans	£3.00 per day, per light
Fresnels	£3.00 per day, per light
Profiles	£3.00 per day, per light

For ALL lighting costs a 10% discount will be given if hired for a week or more

Sound

Basic charge sound system	£5.00 per day
Corded Microphones	£5.00 per day
Wireless Microphones	£10.00 per day
Broom Microphones	£10.00 per day
CD Player	£5.00 per day

For ALL lighting costs a 10% discount will be given if hired for a week or more

Events Licence £21.00 (September 2016) subject to change,
please refer to Staffordshire Moorlands District Council for current charges



Memorandum

FROM: Sue Casey – School Business Manager
TO: All Governors
DATE: 26th August 2016
RE: Scale of Charges

	Charges FY14/15	Charges FY16/17
Photocopying Charges Inc Paper	New Contract from January 2014	
Internal Charges		
A4 Black & White	1p	1p
A4 Colour	5p	5p
External Charges		
A4 Black & White	4.5p	4.5p
A4 Colour	20p	20p
Replacement Locker Keys	£3.00	£3.00
Purchase of recorder	£3.95 (cost neutral)	£3.95 (cost neutral)
Replacement Homework Diaries	£1.00 (cost neutral)	£1.00 (cost neutral)
Hire of Facilities * See charges above		

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