



St. Edward's Church of England Academy

Charges and Remissions Policy

Approved by Trustees:
Last reviewed in: September 2023
Next review due by: September 2024
Statutory Policy



St Edward's
Church of England
Academy

The Vision for Education at our Academy

Jesus says, "I have come that they may have life and have it in all its fullness."

John 10:10

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."***

Deuteronomy 31:6



***"I no longer call you
Followers. Instead I have
called you friends."***

John 15:15

"Show proper respect to everyone"

1 Peter 2:17



Contents

The Vision for Education within a Church of England Academy	2
St Edward's Church of England Vision	2
Aim	4
Legislation and Guidance	4
Definitions	4
Roles and Responsibilities	4
Where Charges Cannot be Made	6
Where Charges Can be Made	8
Monitoring Arrangements	10
Scale of Charges	13



Charging and Remissions Policy

Aim

Our academy aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [statutory policies for schools and academy trusts](#).

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

It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and Responsibilities

The Board of Trustees

The trust board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the principal the trust board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Audit, Risk and Finance Committee.



The Principal

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The academy will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

The Board of Trustees recognise that the legislation prohibits charges for the following:

Education

- Admission applications
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
 - Religious education
 - Instrumental or vocal tuition, for pupils learning individually or in group unless the tuition is provided at the request of the pupil's parent
 - 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



Transport

- Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the trustees 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 academy

Residential visits

- Education provided on any visit that takes place during academy hours
- Education provided on any visit that takes place outside academy hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
 - Religious education
 - Supply teachers to cover for those teachers who are absent from the academy, accompanying pupils on the residential visit

Where charges can be made

Charges will be made for the following:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

Optional extras

We are able to charge for activities known as 'optional extras. In these cases, the



academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of academy time that is not part of:
- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the academy
- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
- Transport (other than transport that is required to take the pupil to academy or to other premises where the local authority/trustees board 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, tea 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 costs, 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 academy 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.

Music tuition

The academy 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 parent.

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 a local authority

Residential visits

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

Voluntary contributions

As an exception to the requirements set out in the charges section of this policy, the academy is able to ask for voluntary contributions from parents to fund activities during academy hours which would not otherwise be possible.

Some activities for which the academy may ask parents for voluntary contributions include:

- Academy trips
- Sporting Activities

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.



If the academy is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities we charge for:

The academy will charge for the following activities:

- Extra-curricular clubs and activities
- Replacement ties, planners, library books
- Damage to property due to vandalism
- Gum shields

Remissions

In some circumstances the academy may not charge for items or activities set out in the charges sections of this policy. This will be at the discretion of the board and will depend on the activity in question.

Remissions for residential visits

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

- 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
- have an annual gross income of no more than £16,190
- 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 must be less than £7,400 a year (after tax and not including any benefits you get)

Those families needing financial assistance, who are not in receipt of Free Academy Meals, are referred to The Milner Fund, a charitable bequest body.

For those families in receipt of Free Academy Meals, they are advised to make a request for financial assistance, in writing to the Principal, support is capped at £50



Monitoring arrangements

The Academy Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Academy Business Manager annually.

At every review, the policy will be approved by the Trust Board

Scale of Charges for Lettings – September 2023

Categories of Charge

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

The first hour for all indoor lettings is **£30.00**. This is to cover the basic operational costs, 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



St Edward's
Church of England
Academy

If toilet facilities are required for outdoor events, 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
- 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. The deposit will be retained if damage is made to any property or equipment. If the damage exceeds £50, a separate invoice will be raised to cover the costs
- 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



Scale of Charges for Lighting and Sound Hire – September 2023

<u>Stage Lighting</u>	Lighting Racks	£10.00 per day
	Lighting Desk	£5.00 per day
	Par Cans	£3.00 per day, per light
	Fresnel's	£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

<u>Sound</u>	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 License £21.00 subject to change,
please refer to Staffordshire Moorlands District Council for current
charges



Scale of Charges – September 2023

	Charges FY23/24
Photocopying Charges inc paper	
Internal Charges	
A4 Black & White	1p
A4 Colour	5p
External Charges	
A4 Black & White	4.5p
A4 Colour	20p
Gum Shields	£2.00
Replacement Homework diaries	£1.50
Replacement Ties	£5.50