



## Charging Policy



**Date issued: May 2018**  
**Ratified by the Trust Board:**  
**Review Date: May 2019**

In constructing this policy, the Academy has considered the benefits that providing extended services can help in promoting community cohesion; however it has had to consider whether / what it is appropriate to charge for the services it offers.

## **The Law on Charging**

Where Schools offer extended activities through third-party providers from the voluntary and private sectors, whether on the School site or elsewhere, those providers are **not** subject to any of the following legal constraints. However, Schools providing activities direct must comply with the law as follows:

- The School's Governing Body must devise and publish a charging and fee remission policy, in consultation with parents. A School cannot make any charges to parents unless this policy is in place. The relevant regulations are summarised in the *Guide to the Law for School Governors* and in *Guidance on Charging for School Activities*.)
- The School's Governing Body has powers to provide any facilities or services that further any charitable purpose for pupils, their families and for people who live and work in the local community. This includes childcare.
- Any profits made by the School from providing facilities or services must be reinvested in the Academy or in the service.
- The School may use its delegated budget to subsidise a child's access to chargeable extended activities, where they consider that the activities are provided for the purposes of the Academy, because they are of educational benefit to the child.
- The School may **not** charge for: any study support activities provided during the School day, except for music tuition, or for provision before or after the School day which delivers the National Curriculum or prepares a child for a public examination.
- The School may **not** levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during School hours.
- The School may lawfully charge for other study support (for example, additional sport, drama and music clubs, holiday activities, visits and additional courses, such as first aid), following consultation.
- The School **will** be expected to use its delegated budget including relevant grants to help meet the costs of providing extended service activities, including those developed as part of the extended Schools core offer of activities.

## **Voluntary Contributions**

The head teacher or The Governing Body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours;
- School equipment;
- School funds generally.
- School Trips

The contribution must be genuinely voluntary though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

### **Residential Trips**

The School is permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly during school hours, children whose parents are in receipt of any Universal Credits could receive support from the pupil premium grant.

Universal Credit replaces the following:

- Income Support;
- Income-based Jobseeker's Allowance; (JSA)
- Income- related employment and support allowance(ESA).
- Working Tax credit
- Child Tax Credit
- Housing Benefit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum.

### **FS1 Lunches & Extra Sessions**

All 3 year olds are entitled to 15 free hours per week. Parents can apply for 30 hours free entitlement , provided they qualify for relevant benefit

All children have the option to stay over lunchtime.

A charge of £1.50 to cover staffing costs at lunchtime will be made for all FS1 children who wish to stay at school over lunch.

Under the agreed scheme for Early Years Provision, parents are not currently charged for a school lunch.

### **Swimming Lessons**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum.

We do not ask for a voluntary contribution towards the transport cost of this activity.

### **Instrumental Music and Voice Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. However, if the school introduced individual tuition in the playing of a musical instrument then a voluntary contribution will be sought.

**Uniform:**

This includes a grey jumper or cardigan and a tie which have the official school logo on. School uniform is compulsory. The jumpers, cardigans and ties with the logo on can be purchased directly from the Academy.

**Exam Fees**

The school does not charge pupils for any examinations which are part of the National Curriculum.

**Private Telephone Calls**

The Academy encourages all staff not to make personal calls using the Academy's telephone system, but accepts that in certain circumstances this may be difficult to enforce.

Therefore, the Academy has adopted a policy of honesty with regards to personal telephone calls relying on staff to seek permission before using the School telephone for personal uses.

Private calls are monitored on the itemised phone bills and any calls identified are charged at the cost (including VAT) on the bill to the individual concerned

**Damage to School property**

In the case of minor damage to Academy property, the parent/guardian of the offending student(s) will be asked to make a contribution to the Academy of £25. If the actual cost of the damage is less than £25 then a contribution of the actual amount would be requested.

In the case of major damage to School property, the School may take legal advice in seeking full recompense from the offender towards the cost of the damage.

**Library Books**

Books are loaned out to pupils through the school library. If books are lost, not returned or damaged, a charge of £1.50 is made.

**Practical lessons in school**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted and borne by the Academy. However, the Academy may charge for, or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, art& crafts etc. The school will inform parents prior to the activities giving them a choice to pay for the activity

**FOBS**

Staff are issued with security door fobs. If lost or damaged staff will be charged £5.00

## **School Meals**

The school currently charge the following:

Key Stage 2 - £0.50 pence per day

Key Stage 1 and FS2 pupils are free as part of the Universal Infant Free School Meals

Foundation Stage1 (Nursery) are not charged as per our Early Years Provision agreement.

To qualify for free school meals, the parent must be in receipt of Universal Credits.

## **Meals**

Staff are encouraged to stay for lunch in the dining hall with the children and for this the Academy currently charge staff £1.50 per day if they eat their lunch in the dining room.

## **Breakfast Club**

The Academy runs a breakfast club each day from 7.45 am until 8.45am. Breakfast is provided at the school and currently no charge is made. The Academy feels it benefits the children as they are in school on time and have had a breakfast meal.

## **Reprographics**

### *For documents covered by the School Publication Scheme*

From time to time, parents may wish to have copies of information held by the Academy. Over time, most information will be freely available from the Academy Website, but copies of personal information may be charged for at the rates stated below.

### *Documents and information not covered by the Publication Scheme*

A nominal charge of £5 will be made for the supply of this information in addition to the charges for reprographics on the next page.

Once a request for information has been made, a quotation for its provision will be sent to the requestor. Full payment is required before any information can be supplied.

The Academy has the following scale of charges for private photocopying by staff, students and external users or for copies of information held by the Academy :-

## Price List for Reprographic Services

### A4 Sheets

	Single sided	Double sided
B+W	A=5p B=4p C=3p D=2.5p	A=9p B=8p C=7p D=5p
Colour	25p	45p

### A3 Sheets

	Single sided	Double sided
B+W	9p	17p
Colour	45p	85p

### Finishing

Single Staple	1p	
Double staples	2p	
Saddle stitch	2p	
Laminating	A4 50p	A3 £1.00p
Binders	50p each	

*Various reams of paper and card are available to purchase (white and colour)  
Price available on request.*

### **Price Bands**

Price Band ( A ) - Between 1-20 copies

Price Band ( B ) - Between 21 - 100

Price Band ( C ) - Between 101 - 1000

Price Band ( D ) - Between 1001 - Please Enquire

## Scale of Charges for the Use of School Facilities

The Academy does not currently hire out facilities.

However, if this changes, the Academy is required to cover its costs as the Academy is **NOT** allowed to subsidise Community Use from its own delegated budget.

The Academy has three different rates of charges, these are as follows:-

- **Subsidised Rate**- this is for non-profit making or voluntary organisations or clubs who deal specifically with children 17 years old or younger.
- **Discounted Rate**- this is for non-profit making or voluntary organisations or clubs who deal specifically with adults over the age of 17 years.
- **Commercial Rate**- this is for any profit making organisations or clubs or where the manager of the activity is paid a salary to deliver the training.

The scale of charges for the academic year is as follows:-

### Scale of Charges for the Use of School Facilities :

Facilities	Commercial Rate	Discounted Rate *	Subsidised Rate *
	Any profit making organisations or clubs or where the manager of the activity is paid a salary to deliver the training.	Non-profit making or voluntary organisations or clubs who deal specifically with adults over the age of 17 years	Non-profit making or voluntary organisations or clubs who deal specifically with children 17 years old or younger.
General classroom	£15.00 p/h Mon-Fri	£ 10.00 p/h Mon-Fri	£7.00 p/h Mon-Fri
Main Hall	£25.00 p/h Mon-Fri	£20.00 p/h Mon-Fri	£10.00 p/h Mon-Fri
Dining Hall (not including the kitchen)	£25.00 p/h Mon-Fri	£20.00 p/h Mon-Fri	£10.00 p/h Mon-Fri
Hospitality	Please ask for details	Please ask for details	Please ask for details

Please Note:-

1. VAT has been applied as follows:

Lettings of Halls and Rooms with only basic facilities -	Exempt (but any charges for catering are at Standard rate VAT).
Lettings with enhanced facilities that are charged for separately -	Exempt for the letting and Standard Rate for the facilities.
One-off letting of an indoor or outdoor sports facility	Standard Rate VAT
Letting of land or buildings generally or letting of indoor and outdoor sports facilities in a series or for a continuous period (normally exceeding 24 hours).	Exempt

2. Block Bookings are payable as a whole.

Subsidised Rate \* and Discounted Rate \* - The majority of members must live in the city.