



Policy Title: Charging Remissions Policy

Drafted by:	Trust Director
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Responsible for Day to Day Management:	Community Duty Officer
Responsible for Review:	Trust Director

UNITED ENDEAVOUR TRUST
EQUALITY CHECKED

This policy/procedure seeks to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relationships between groups
- Meet requirements under the Equality Duty
- Set Equality objectives which are specific and measurable



Aim

The aim of this policy is to set out what charges will be levied for school's 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 Academies are responsible for determining the content of the policy and the Principals for implementation. Any determinations with respect to individual parents will be considered jointly by the Principles and the Governing body

Definitions

Community Facilities – Activities which the board 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

Sinking Fund – A reserve put aside over a number of years to pay for major maintenance or renewal costs for the Astroturf.

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Prohibition of Charges

The Governing Body of the Academies recognises 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;
- 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 academy's 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;
- Transport provided in connection with an educational trip

Charges

- (a) **Board and lodging on residential visits** (not to exceed the costs)
Parents will be advised of the full cost of a residential trip prior to parental agreement being sought.
- (b) **The proportionate costs for an individual child of activities outside school hours ('optional extras') to meet the costs for:**
- Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Administration and Insurance costs

- (c) **Individual or group tuition in the playing of a musical instrument**
Charges for music lessons are reviewed annually at an academy level. Music tuition is charged direct from the specialist teacher to the family of students. Pupils eligible for support via alternative sources can seek support through Senior Leaders. Examples of this would include Pupil Premium students and Looked After Students.

Re-sits for public examinations where no further preparation has been provided by the school

The school pays GCSE initial registration and entry examination fees. However, retake fees and enquiries about results may incur charges but these are levied by the individual examining body - Parents will be advised if applicable. The entry fee may be charged to the parent/guardian should a pupil fail to attend an examination for which they have been entered. In making the decision whether to charge the Principals will take into account medical or other exceptional reasons.

- (d) **Costs of non-prescribed examinations where no further preparation has been provided by the school**
- (e) **Any other education, transport or examination fee unless charges are specifically prohibited**
- (f) **Breakages and replacements as a result of damages caused wilfully or negligently by pupils**
Parents will be asked for the replacement cost for loss or damage to school property e.g. furniture damage or lost books
- (g) **Extra-curricular activities and school clubs**
Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. Parents will be advised of the charges prior to obtaining their agreement.
- (h) **Letting of the school premises or grounds**
The charge for lettings should at least cover the cost, including:
- Services (heat and light)
 - Staffing (security, caretaking and cleaning)
 - Administration
 - Wear and Tear

Charges will be agreed by the Board on a Biennial basis - Special offers may apply and be deducted from levied costs shown for:

- Clayton Hall Academy (Appendix 1)
- Newcastle Academy (Appendix 2)
- Sir Thomas Boughy Academy (Appendix 3)

Costs shown exclude VAT which is charged separately where applicable (halls, fields or rooms are exempt from VAT if they're not designed or adapted for playing any sport). Block bookings of over 10 lettings for sports facilities agreed and paid in advance are NOT subject to VAT levies (applies to a school, club, association or an organisation representing affiliated clubs only) if they meet the HMRC criteria on lets for a series of sessions.

Sport supplies to Individuals (see HMRC guidance for definition and detailed guidance) **may** be exempt if they are non-profit making and the letting meets HMRC's conditions under VAT Notice 701/45.

(i) Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision

Extended school care activities are only offered on an occasional basis. Generally, no charge is made for this service but parents will be notified prior to any activity that would incur a charge.

(j) Charges for materials or ingredients where the pupils wish to have the finished product

Parents will be advised of these charges by the appropriate department prior to the product being made.

(k) Cost of transport to take part in work experience

Any cost due to be incurred will be advised prior to work experience taking place.

(l) Printing costs: photocopying, paper, laminating, envelopes, levied by the Admin department.

For external bodies - refer to Appendix 4, for internal departments – refer to Appendix 5

Remissions

Children whose parents/ carers are in receipt of the government-funded support payments will, in addition to having a free school lunch entitlement and may be entitled to the remission of charges for board and lodging costs during residential school trips. Parents are encouraged to speak to the Principal in order to establish if funding is available.

Voluntary Contribution

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

- a) Any activity that takes place during school hours
- b) School equipment
- c) School fund generally

The terms of any request made to parents will specify that the request is 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, school fund or other fundraising. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

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

The School Fund is used to pay for entertaining visiting teams and the many visiting speakers who give their services to the school. The fund also enables the school to purchase a range of necessary supplementary items that could not be otherwise obtained.

Note:

Newcastle Academy - Individual lease arrangements are in place for the caretaker’s property and Little Stars Nursery.

Appendix 1 – Clayton Hall Academy

Facility	Proposed September 2022	Comments
Sports Hall Adult Rate	£ 31.00	By Negotiation
Sports Hall U16s Rate Peak 6pm-8pm	£27.00	
Sports Hall U16s Rate – off peak 8p-10pm	£ 25.00	
Astro Turf – Half Pitch	£26.00	
Astro Turf – Full Pitch	£47.00	
The Gym	£ 20.00	
Main Hall	£ 450.00	By Negotiation £450 per day. Costs will increase where events require additional staffing.
Classrooms	£ 12.50 - £15.00	By negotiation
Use of Dining areas	£ 20.00	By negotiation – no use of catering equipment permitted
Conference Room	£ 20.00 per hour £ 100.00 per full day (8am – 4pm)	By negotiation

Exceptions:

Staff and Governors: The hire the School facilities at a discounted rate of cost less 10%

Stoke City: Offered a 10% reduction on standard Astro turf rates.

An additional £15 per hour will be charged to all groups who wish to operate outside our usual business and school hours (This charge is in addition to facility hire costs)

Appendix 2 – Newcastle Academy

Facility	Proposed September 2022	Comments	
Sports Hall Peak	£29.00	Juniors	
Sports Hall Peak U16 6-8Pm	£27.00		
Sports Hall Off Peak U16 8- 9Pm	£25.00		
Main Assembly Hall	£45.00		By Negotiation £450 per day. Will increase if extra staffing required.
Special events Classroom	£12.50 to £15.00		By Negotiation
Table Tennis	£5.00 external area		Per table
Badminton (4 courts)	£28.00		Full Sports Hall No nets supplied
Badminton 1 court	£10.00		One casual letting
Netball Courts (outdoor)	£ 7.50		
Grass Football pitch (full size)	£ 30.00		One off Letting if available- by negotiation
Little Stars Building		Service occupancy Agreement applies	
Caretakers property		Service occupancy Agreement applies	
Trust Conference Room	£ 20.00 per hour or £100 per day 8am - pm	Cost excludes refreshments – charged at £1 per person	

Exceptions:

Staff and Governors: The hire the School facilities at a discounted rate of cost less 10%

North Staffordshire Woodcarvers: Woodwork room hire charged at 50% reduction of classroom facility costs

All charges are to be applied to all new customers that apply to the school after June 2019.

Grass Pitch Hire Newcastle Academy - Gallowstree Lane

Payment is required in full and in advance at application stage. A refundable deposit is required for the key to the sports field gates. This will be refunded when the key is returned at the end of the agreement.

Session	Period	Charge
Sat/Sun Morning/ Afternoon SHARED	September to April (30 Lettings)	£250 Negotiation
Sat/Sun Morning/ Afternoon EXCLUSIVE	September to April (30 Lettings)	£475 Negotiation
Saturday Morning Summer	May to August (4 months)	£150 Negotiation
Sunday Morning Summer	May to August (4 months)	£150 Negotiation
Monday Evenings	May to September (5 months)	£150 Negotiation
Tuesday Evenings	May to September (5 months)	£150 Negotiation
Wednesday Evenings	May to September (5 months)	£150 Negotiation
Thursday Evenings	May to September (5months)	£150 Negotiation
Friday Evenings	May to September (5months)	£150 Negotiation

Appendix 3 –Sir Thomas Boughey Academy

Facility	Proposed September 2022	Comments
Sports Hall Peak Adults	£29.00	
Sports Hall U16s Peak Rate 6pm – 8pm	£ 27.00	
Sports Hall U16s Non Peak Rate 8pm – 9pm	£25.00	Juniors only
Main Assembly Hall Special events	£45.00	By Negotiation £450 per day. Will increase if extra staffing required
Cardio Gym		Free of charge staff usage.
Classroom	£ 12.50 to £15.00	By Negotiation
Badminton	£29.00	Full Sports Hall No nets supplied
Tennis	£29.00	
Netball Courts (outdoor)	£ 7.50	
Grass Football pitch (full size)	£ 30.00	One off Letting if available
Conference Room	£ 20.00 per hour or £100 per day 8am to 4pm	Cost excludes refreshments

Exceptions:

Staff and Governors: The hire the School facilities at a discounted rate of cost less 10%

Grass Pitch Hire Sir Thomas Boughey Academy:

Payment is required in full and in advance at application stage.

Session	Period	Charge
Sat Morning SHARED	September to April (30 Lettings)	£250 Negotiation
Sat Morning EXCLUSIVE	September to April (30 Lettings)	£400 Negotiation
Saturday Morning Summer	May to August (4 months)	£150 Negotiation
Sunday Morning Summer	May to August (4 months)	£150 Negotiation
Monday Evenings	May to September (5 months)	£150 Negotiation
Tuesday Evenings	May to September (5 months)	£150 Negotiation
Wednesday Evenings	May to September (5 months)	£150 Negotiation
Thursday Evenings	May to September (5months)	£150 Negotiation
Friday Evenings	May to September (5months)	£150 Negotiation

Appendix 4: Reprographics Charges for United Endeavour Trust

The costs levied to external bodies by the Admin department are:

Paper/Card	Description	Quantity	Charge
Paper	A4 White	Ream	At cost plus 10%
	A4 Coloured	Ream	At cost plus 10%
	A3 White	Ream	At cost plus 10%
	A3 Coloured	Ream	At cost plus 10%
Card	A4	250 sheets	At cost plus 10%

Photocopying	Quantity	Charge
Photocopier	Per copy – Black & White (A4)	5p
Photocopier	Per copy – Colour (A4)	10p

Laminating	Description	Quantity	Charge
	A3	Per pouch	22p
	A4	Per pouch	11p
	A5	Per pouch	11p
	A6	Per pouch	22p
	A7	Per pouch	11p

Appendix 5: Reprographics Charges for United Endeavor Trust is:
 The costs levied to internal bodies by the **Reprographics** department are:

Paper/Card	Description	Quantity	Charge
Paper	A4 White	Ream	At Cost
	A4 Coloured	Ream	At Cost
	A3 White	Ream	At Cost
	A3 Coloured	Ream	At Cost
Card	A4	250 sheets	At Cost

Photocopying	Quantity	A4	A3
Photocopier	Per copy – Black & White	1.54p	2.2p
Photocopier	Per copy - Colour	4.51p	5.17p

Laminating	Description	Quantity	Charge
	A3	Per pouch	20p
	A4	Per pouch	10p
	A5	Per pouch	10p
	A6	Per pouch	20p
	A7	Per pouch	10p

Appendix 6: On line payment transactions

School Fund on line payment transaction fee:

Trips up to the value of £30.00 - 60p

Trips over the value of £30.00 - £1.50

Trips over the value of £300.00 - £3.60

EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

Equality Impact Assessment of UET Policy						
Title of Policy	Charging and Remissions Policy					
PART 1	Positive Impact – reducing inequalities					
<p><i>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</i> <i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i></p>	<p>How is the policy likely to have a <u>significant positive impact</u> on equality by reducing inequalities that already exist? This policy ensures that all members of the community have access to clearly stated levels of charging for use of facilities and resources provided. Some differences by group recognise discounts for close associates or employees of the federation.</p> <p>Could the policy have a <u>significant negative impact</u> on equality in relation to each of the following groups or characteristics? No – this policy ensure a consistent process for charges and remissions. Failure to follow due process could result in a negative impact.</p>					
Characteristics Indicate areas of likely impact ☑	Promote equal opportunities	Get rid of discrimination	Get rid of harassment	Promote good community relations	Promote positive attitudes	Promote/ protect human rights
D	✓	✓		✓	✓	✓
GA	✓	✓		✓	✓	✓
P	✓	✓		✓	✓	✓
R	✓	✓		✓	✓	✓
R/B	✓	✓		✓	✓	✓
S	✓	✓		✓	✓	✓
SO	✓	✓		✓	✓	✓
A	✓	✓		✓	✓	✓
M/CP	✓	✓		✓	✓	✓
Equality Impact Assessment of DMCS Policy	Records					
Name of person responsible for policy	Trust Director					
Date of EIA of Policy	April 2022					

A = Age, M/CP = Marriage and Civil Partnerships –applies in respect of employment framework policies

Equality Impact Assessment of UET Policy	Evidence
PART 2	
<p><i>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</i></p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i></p>	<p>What is the evidence for your answers above? (list any quantitative and qualitative)</p> <p>All charges and remissions are documented using standard forms and retained as a central record. Information is provided made to the Governing body and MAT Board which quantify sums generated against activity.</p>

Equality Impact Assessment of UET Policy	Conclusion
PART 3	
Summary of findings	Current procedures meet statutory requirements and are fully maintained.

Equality Impact Assessment of UET Policy	Next steps		
PART 4			
Category	Actions	Target Date	Person responsible
Next Steps – Action Plan			
Practical changes required to reduce adverse impact	None required		
Monitoring and evaluation and Review (publish revised policy)	Biennial report to Governing Body/ MAT Board	June 2022	Trust Director