



THE
NEW GUILD
TRUST

**Charging, Letting and Remissions
Policy
2018-2019**



POLICY

This policy has been adopted on behalf of all academies in the New Guild Trust Academy

Member Academies:-

Alexandra Infants' School

Alexandra Junior School

Jackfield Infant School

Moorpark Junior School

Approval and review

Committee to approve policy	Finance and Resources
Date of Trustee Board / Academy Committee Approval	
Chair of Trustee Board / Academy committee	
Signature	
Chair of Trustee Board / Academy Representatives	
Policy review period	
Date of policy review	



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Version Control			
Version	Date Approved	Changes	Reason for Alterations
1			



Charging and Remissions Policy

1. Aims and Objectives

The aim of this policy is to set out what charges will be levied for activities, external lettings and extended provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents and carers. Guidance is based on the Education Act 1996: Sections 449-462. The policy applies to The New Guild Trust.

Any exceptions and variations for the individual academies are listed in separate appendices at the back of this policy. **(See Appendix 1 for individual school charges)**

2. Roles and Responsibilities

The Multi-Academy has defined the responsibilities of each person involved in the deployment and administration of this policy to avoid the duplication or omission of functions and to provide a framework of accountability for Members, Trustees and staff. All persons with delegated authority are expected to act in the best interests of the Academy and within the letter and spirit of the law.

2.1 The Board of Trustees

The Board of Trustees of the Academy are responsible for determining the content of the policy and the principal for implementation. Any determinations with respect to individual parents will be considered by the principal who will inform the chair of Trustees.

2.2 Academy Representatives

The AR's of each academy are responsible for monitoring performance against the policy and the agreement of the determination of local charges.

2.3 The Headteacher / Executive Headteacher

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. Income and expenditure relating to educational visits must be monitored on a termly basis.



3 Prohibition of Charges

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

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education;
- education provided on any trip that takes place during Academy hours;
- education provided on any trip that takes place outside Academy 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 Academy, or part of the Academy's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a residential trip;
- transporting registered pupils to or from the Academy premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Board of Trustees or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip. However the Trustees have agreed that voluntary contributions may be requested.

4 Charges to be levied as follows

1. board and lodging on residential visits (not to exceed the costs, see appendix for charges)
2. the proportionate costs for an individual child of activities wholly or mainly outside Academy hours ('optional extras') to meet the costs for:
 - a. travel
 - b. materials and equipment – including revision books used at home
 - c. non-teaching staff costs
 - d. entrance fees
 - e. insurance costs
3. individual or group tuition in the playing of a musical instrument. This will be determined locally per term / lesson (Rates to be determined locally)
4. any other education, transport or examination fee unless charges are specifically prohibited



5. breakages and replacements as a result of damages caused wilfully or negligently by pupils (including premises, furniture, , equipment, books or materials). **There will be a set charge of £50 for any malicious tampering with the fire alarm.**
6. extra-curricular activities and Academy clubs (to cover the individual costs only)
7. Letting of the Academy premises or grounds (rate to be determined locally)
8. Extended Academy care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision (rates to be determined locally)
9. Charges for materials or ingredients where the pupils wish to have the finished product (to cover costs only)
10. Reasonable reprographic charges to be determined locally per school.

Consideration also needs to be 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 Academy 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
- The governing body and school recognise that there will be families who qualify for remission or help with charges. Those families will be in receipt of benefits. ***The school will not exclude a child from taking part in an activity purely on the grounds that parents and carers cannot or refuse to pay.***
- Where possible the school shall establish a system for parents to pay in instalments or the school may have funds to available to help those families in financial difficulty.



5. Lettings

Control over the use of accommodation and facilities at the school rests with the Trustees. The Trustees have delegated the responsibility for the letting of the school building to the Headteacher and School Business Manager. The Headteacher is responsible for approving or declining applications, subject to any directions given by the Trustees and will issue a regular report on the use of premises outside normal school hours.

Self-governing schools are prohibited from levying charges below the economic cost of the letting. These charges are based on average costs of heating, lighting, cleaning, wear and tear and Site Manager's services.

Notwithstanding the above it is recommended that charges for lettings should mirror those levied by the LA.

The Trustees reserves the right to amend their lettings charges at any time they should see fit. The decision of the Trustees shall be deemed final in this matter.

Although the school is not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Headteacher.

School functions and events organised by the Trustees or Headteacher are exempt from all charges as they fall outside the scope of letting arrangements.

Lettings will be accepted only upon condition that making the premises available to outside organisations would be suitable and does not affect the day to day use of the school facilities by its staff and pupils.

In accordance with the Local Government Miscellaneous Provisions Act 1982 a licence is required for events involving Public Entertainment. However, if the activity is limited to teachers, pupils of the school, then a licence is not deemed to be required. Tickets may be sold, in advance through the school only and there should be no advertising, other than inside the school premises, nor should tickets be available at any Entertainment or Theatre Agency, nor should tickets be sold at the door at the time of the event. The restriction on advertising detailed above does not prevent letters or handbills being forwarded to parents and guests via the pupils. Donations are usually asked for at such events.

The school reviews its fees and charges policy annually.

The charge should at least cover the cost, including:

- a) Services (heat & light)
- b) Staffing (security, caretaking & cleaning)
- c) Administration
- d) Wear & tear



Booking Procedures

Application for the hire of the premises should be made to the School Business Manager giving as much notice as possible. **(See Appendix 2 for Booking Form)**

Priority will be given to regular hirers.

Evidence of Public Liability Insurance up to £5m must be provided.

Hire of all facilities will be paid for in advance of their use by the hirer or in the case of a major hirer, on a monthly basis at the end of each month.

Organisations will be required to pay for each occasion booked, unless the booking is cancelled by the school.

Health and Safety / Fire Safety Regulations

In accordance with the school's Health and Safety Policy and School Fire Safety Regulations the Headteacher/School Business Manager will explain the above procedures to the representative in operational control of the organisation. This advice will specifically relate to:

- Emergency evacuation procedures
- Fire alarm points and firefighting equipment
- Assembly points and roll call of personnel
- Location of telephone and how to summon the Fire Brigade and emergency services

A written copy of the fire evacuation procedures will be made available to hirers.

The school will retain income derived from lettings, and costs to the school of lettings will be met from this income.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.

6 Remissions

The Trustees may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Trustees.



7 Voluntary Contributions

When organising educational visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a visit goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in an educational visit or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. A contribution will be paid towards costs for Pupil Premium children in order to support the visit. Parents and carers have a right to know how each visit is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums, outdoor learning venues etc.
- sporting activities which may require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- musical events.

8 The Freedom of Information Act & Charging

Members of the public have a statutory right to ask for information under the Freedom of Information Act. Naturally, no charge is made by the School for information sourced from the School's Website.

For parents of present or prospective pupils (including parents who wish information to help them decide if they wish their child to attend the School), single copies of all relevant and available information are provided free of charge. However, should a request for information involve a large amount of non-standard paperwork or duplication, the School reserves the right to charge 35p per sheet to cover duplication, lamination and administrative costs but a 24 hour notice period is required.

When a member of the general public or a member of a professional body requests the information, then the standard charge will be made to cover duplication, postage and administrative costs.

In all cases where a cost is to be levied the purchaser will be informed of the cost and requested to pay the correct amount in advance, (by cash paid or cheque) before the work is undertaken.

A receipt will be provided for the payments.



9. CCTV

Individuals have the right to request access to CCTV footage relating to themselves under GDPR. The school may impose a 'reasonable fee' to comply with requests for further copies of the same information. There is a cost of £10.00 maximum for requests.

10. Nursery Fees – Alexandra Infants

From 1 September 2017 a **weekly fee of £5** is charged to parents of all Nursery children. Nursery children are offered statutory funded 15 hours plus the school offers additional care and education over and above statutory entitlement amounting to an additional 12.5 hours every lunchtime and afternoon Monday to Thursday. It was agreed by Governors that a fee would be charged to cover care over the lunchtime period. Payment is paid one week in advance, whether the child attends or is absent.

Nursery Fees – Jackfield Infant

Governors are pleased to be able to offer an additional 15 hours care and education on Monday – Thursday from 12.00 noon - 2.45 p.m. and from 12.30 p.m. – 2.45 p.m. in a fun session in the 'Friday Fun Club'. A nutritional lunch will also be included everyday for each child. The cost for this additional provision is £17.50 a week plus £3.50 for the Friday Fun Club. This must be paid in advance to the Administration Office. A receipt is issued for all payments.

11. Class Banks – Jackfield Infant

Each Year Group operates a Class Bank for which a voluntary contribution is suggested of 50p per week. Money raised is banked as part of School Fund monies and is used for resources and consumables to enrich the curriculum for individual Year Groups.



Appendix 1

To be determined locally

School Meal Charges – from September 2018

	KS2	Nursery
Alexandra Junior School	£2.35	n/a
Alexandra Infant School	n/a	£2.10
Jackfield Infant School	n/a	£2.00
Moorpark Junior School	£2.30	n/a

Breakfast Club Charges

Alexandra Junior School	
Alexandra Infant School	
Jackfield Infant School	7.30 – 9.00 a.m. £3.50 8.00 – 9.00 a.m. £3.00 8.30 – 9.00 a.m. £2.25 8.45 – 9.00 a.m. £1.00
Moorpark Junior School	7.30am – 8.50am - £3.00 *Discount of 10% for sibling's discount, also for dual use of after school care club.

After School Care Club Charges

Alexandra Junior School	
Alexandra Infant School	
Jackfield Infant School	
Moorpark Junior School	£7.00 – Discount of 10% given to use of Breakfast Club



School Holiday Care Club Charges

Alexandra Junior School	
Alexandra Infant School	
Jackfield Infant School	
Moorpark Junior School	£20.00 – Full day £11.00 – Half day am/pm Drop in session rates:- Midday Special – £2.00 (11 – 1) 1 hour - £3.00 3 hours - £6.00 10% Family discount

Nursery Fee Charges

Alexandra Junior School	n/a
Alexandra Infant School	£5.00 per week
Jackfield Infant School	£17.50 per week (extended provision of 15 hours) plus £3.50 per week for Friday Fun Club
Moorpark Junior School	n/a

Letting Charges

Alexandra Junior School	
Alexandra Infant School	
Jackfield Infant School	£16.50
Moorpark Junior School	£25.00 per hour Additional charges may be incurred if further staff are needed. <i>Extra costs are based on an individual agreement with the hirer.</i>



Other Charges

	Class Banks	Telephone	Passports	Photocopying – Black and White -Colour	Laminating	Water bottles/ Diaries
Alexandra Junior School						
Alexandra Infant School			£15.00	25p	10p	
Jackfield Infant School	50p Per week	28p (inc VAT)		10p per sheet	10p A4 Pouch 20p A3 Pouch	Water Bottle - £1.50
Moorpark Junior School		20p (inc VAT)	£10.00	5p per sheet - B & W 10p per sheet - Colour		Water Bottle - £2.00 Diaries - £4.00



Appendix 2. Booking Form – Lettings

Application Form for the Use of The New Guild Trust Premises

This form is to be completed by the person responsible, on behalf of the hirers.

Name of Organisation _____

Nature and object of meeting _____

Estimated number of people attending _____

Any equipment required _____

Refreshments required _____

Accommodation Required	Date	To	From	Time	Total hours	Cost per hr	Cost of equipment, refreshments	Staff costs	Total Cost

I/We agree to all the conditions of the booking.

Signature of hirer _____ Date _____

(If the hirer is a company the application form must be signed by a director of the company or by a person with the written authority of a director).



Conditions of Use

1. Any letting is at the discretion of the Executive Head/Headteacher/Head of School and Governing Body.
2. Apparatus, furniture and equipment shall only be used with prior consent and for their proper purpose.
3. The hirer shall be responsible for reimbursing the full cost of any damage to premises, furniture, apparatus and equipment.
4. Parking shall be only in approved areas, and persons bringing **any** vehicles onto the premises, do so at their own risk.
5. All reasonable safeguards will be observed related to health and safety, and security considerations.
6. Permission should be obtained from the Executive Head/Headteacher/Head of School in advance if the hirer wants to bring electrical equipment onto the premises. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.
7. A letting must finish by 10.00 p.m.
8. A 'No Smoking' Policy operates within the school buildings and its grounds which must be adhered to.
9. The hiring body shall comply with any additional conditions the Academy Trust, Executive Head/Headteacher/Head of School or Local Community Governing Body may require.