



The Legacy Learning Trust

Charging

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Lead	CFOO	

Control Sheet – Charging

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Policy Aims

Our Trust 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

1 Admissions

The academy **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part of its admissions process.

2 Education provided during school hours

Subject to the limited exceptions outlined in this policy, the academy **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

3 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education.

4 School meals

4.1 The academy **does not** charge for school meals where the pupil is eligible for free school meals.

4.2 Pupils who are not entitled to free school meals **will** be charged. For school meal charges in each of the academies, please refer to their websites.

5 Prescribed public examinations

5.1 The academy **does not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the academy.

5.2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the academy **may** seek to recover the fee from the pupil's parent/carer.

6 Materials, books, instruments or equipment

6.1 The academy **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

6.2 Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

7 Music, instrumental or vocal tuition

7.1 The academy **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.

7.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

7.3 **No charge** will be made if the tuition is:

- provided to a pupil who is looked after by a local authority; or

- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the academy.

8 Transport

The academy **does not** charge for:

- transporting pupils to or from the academy's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the academy
- transport provided in connection with an educational visit

9 Residential visits

9.1 The academy **does not** charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit 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 by the academy or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

9.2 The academy **will** charge for board and lodging relating to residential visits (see **section 10**).

10 Optional extras

10.1 The academy **does** charge for 'optional extras'.

10.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

10.3 Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the academy
- other transport (outside of that outlined in **section 8**)

- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

10.4 In calculating the cost of an optional extra an amount **will** 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, which includes 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

10.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

11 Voluntary contributions

11.1 The academy may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities.

11.2 Where it is intended that an activity is to be funded by voluntary contributions, the Headteacher will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled

11.3 No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12 Refunds

12.1 Request for refunds for activities will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.

12.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment.

- 12.3 The academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy on the basis of a pupil's breach of the academy's behaviour policy.

13 Damage to property and breakages

- 13.1 Where the academy's property has been wilfully or recklessly damaged by a pupil or parent/carer, the academy **may** charge those responsible for some or all of the cost of repair or replacement.
- 13.2 Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy **may** charge those responsible for some or all of the cost.

14 Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit – if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits)

15 Practice for school to school and educational support

- School to school and educational support is brokered by the Trust School Improvement team. Charges for school to school support, or support to improve education provision, will be made by TLLT to the supporting school/organisation.
- Charges are at the discretion of the CEO, on a case by case basis, with the following criteria taken into account:
- Value of resources and intellectual capital
 - Copyright law
 - Cost of time spent by staff members to support other schools, including cover costs
 - Nature of business of the receiving organisation
- The table below gives an indication of possible daily rates:

	Schools/Trusts	Public sector organisations	Private sector organisations
	£	£	£
Indicative daily rate 1	500	550	600
Indicative daily rate 2	550	600	650
Indicative daily rate 3	600	650	700
Please note: - Charges include a 5-10% admin charge - Travel expenses and subsistence will incur an additional charge. In most cases the indicative daily rates may be applied as follows: 1) Middle or specialist leadership 2) Senior leadership 3) Executive Leadership This is for guidance only as all charges are at the discretion of the CEO			

Mechanism of payments

- In cases where charges are to be levied, schools/organisations must be advised in advance.
- Charges will be invoiced after the support has taken place and then normal Trust procedures for debtor management will apply.

16 Practice for community programme

Schedule of charges

- A schedule of charges is produced and updated annually to reflect the level of charge for the programme of activity on offer. This includes differentiation between activities, spaces for hire and membership status.
- All bookings will be confirmed and charges confirmed at the time of booking.

Mechanism of payments

- Individual activities must be paid for at the relevant school prior to the activity taking place.
- Block bookings and events are invoiced following the event and all debtors are the responsibility of the school.

17 Complaints

Complaints regarding this policy or its application should be raised under the Trust's usual complaints procedure.

Other linked Policies/Associated Documents/Procedures

Individual school meal pricing procedures (school websites)