



**KNUTSFORD ACADEMY & CHESHIRE STUDIO SCHOOL  
CHARGING AND REMISSIONS POLICY**

<b>Policy lead:</b>	Mrs S Ormerod, School Business Manager
<b>Last review date:</b>	January 2024
<b>Next review date:</b>	March 2025
<b>Review cycle:</b>	Every 2 years
<b>Approval by:</b>	LGB

## 1. Purpose

Knutsford Academy and Cheshire Studio school aim 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

## 2. Legislation and guidance

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 set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. It's 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.

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable
- **Refund:** repayment of a sum of money paid

## 4. Roles and responsibilities

The Learning Alliance Trust Board, through the scheme of delegation, has delegated responsibility of approving this policy to LGBs.

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

### Education

- Admission applications
- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
  - Instrumental or vocal tuition, for pupils learning individually or in groups, 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 school
  - Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### **Residential visits**

- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## **6. Where charges can be made**

Below we set out what we **can** charge for:

### **Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- 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

### **Residential visits and non-educational trips**

We can charge for board and lodging on residential visits, and the cost of non-educational trips, but the charge must not exceed the actual cost.

### **Music tuition**

Schools 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. This can include the cost of the attendant hiring musical instruments – where the tuition does not form part of the syllabus for a prescribed examination. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

### **Miscellaneous**

- Materials/ingredients required to produce a finished product made in school (e.g. in Art, Design, Food or Technology lessons), where parents have agreed in advance that the finished article should be owned by the parent/carer or the pupil
- Entering a pupil for a public examination against the wishes of the school
- Re-marking an examination paper where the re-mark is requested by the parent or pupil
- Wilful damage – a charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair.
- Wilful damage – a charge will be levied in respect of wilful damage, as above, but belonging to a third party, where the costs have been recharged to the school. The charge to be the cost of replacement or repair, or full cost levied against the school.
- A charge will be levied in respect of hiring school lockers to cover maintenance, repairs and replacements.

- Photocopying – where a parent requests copies of documentation not in usual circulation eg their child’s school record, a charge will may be made
- Private telephone calls/photocopying – the academy requires payment in all circumstances for private calls/photocopying

### **Optional extras**

We are able to charge for activities known as ‘optional extras’. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school 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 school
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- To actively engage in learning, be ready to learn it is essential that pupils have the correct basic equipment, some optional items of equipment may be offered for sale by the school eg calculators, pens, revisions guides etc.
- 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 school 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.

## **7. Voluntary contributions**

As an exception to the requirements set out above, Knutsford Academy and Cheshire Studio School are able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

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

- School Trips
- Sports Activities
- Enrichment events in or out of school

No individual pupil will be excluded from a visit of activity if their parent/carer chooses not to pay the voluntary contribution. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Remissions**

In some circumstances, the school may not charge for items or activities set out above. This will be at the discretion of the Headteacher or the governing board and will depend on the activity in question.

### **Remissions for residential visits**

Parents who can prove they are in receipt of any 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)

## **9. Refunds**

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the pupil's control, where the school is in receipt of money through insurance claim or non-expenditure.
- The school deciding that a pupil should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- In the event that an examination re-mark requested by a parent or pupil is successful (the reimbursement of fees will be made by the examination board)
- In other circumstances, at the discretion of the Headteacher

## **10. Lettings**

Charges must cover costs. The scale of charges are included at Appendix A.

# **APPENDIX A**

## **KNUTSFORD ACADEMY & CHESHIRE STUDIO SCHOOL LETTING CHARGES**

**JANUARY 2024**

## COMMUNITY USE

<u>Area</u>	<u>Cost Per Hour</u> *1 £
Main Hall (Bexton Road)	60.00
Main Hall (Westfield Drive)	50.00
Classroom	40.00
Gymnasium (Westfield Drive)	50.00
Changing rooms	30.00
Conference Room (Bexton Road)	30.00
Main kitchen *5	35.00

<b>Additional cost for Sunday or Bank Holiday lettings</b>	<b>10.00</b>
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<u>Sports fields:</u>	<u>Cost Per game</u>
Pitch hire (rate applied per pitch) - Monday to Friday	50.00
Pitch hire (rate applied per pitch) - Weekends	55.00*2

## COMMERCIAL USE

<u>Area</u>	<u>Cost Per Hour</u> £
Main hall (Bexton Road)	70.00
Main Hall (Westfield Drive)	60.00
Classroom	40.00
Gymnasium (Westfield Drive)	55.00
Changing rooms	35.00
Conference Room (Bexton Road)	40.00
Main kitchen *5	40.00

<b>Additional cost for Sunday or Bank Holiday lettings</b>	<b>20.00</b>
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<u>Sports fields:</u>	<u>Cost Per game</u>
Pitch hire (rate applied per pitch) - Monday to Friday	60.00
Pitch hire (rate applied per pitch) - Weekends	65.00

### Note:

1. The hourly rate will be applied to the nearest half hour.
2. For hires during evenings and weekends, if the caretaking staff are required to unlock and lock up the building, then payment of their time on site and travel time will be included within the quoted hire rate.
3. If cleaning is required following a hire this cost will be added to the final invoice. The hirer will be informed of the charge in advance.
4. A notional charge will be added to cover power and heating for the duration of a hire.
5. Catering contractor labour costs may be incurred for any use other than boiling water.