



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

<b>Policy lead:</b>	<b>Mrs N Phillips, Finance Director</b>
<b>Last review date:</b>	<b>November 2021</b>
<b>Next review date:</b>	<b>November 2022</b>
<b>Approval needed by:</b>	<b>Headteacher</b>

Part of



THE LEARNING ALLIANCE

# CHARGING AND REMISSIONS POLICY

Knutsford Academy and Cheshire Studio School is required through its Funding Agreement to comply with the law on charging for school activities. Sections 449 - 462 of the Education Act sets out the law on charging for school activities. The DfE document 'Charging for School Activities - Oct 2014' provides at a glance information and compliments the information given in section 12.5 of the Governors Handbook. The content of this policy takes account of this guidance.

The Governing Body confirm their belief that this policy is in line with legislation. It also recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards a pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## General Principle

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- A requirement for the National Curriculum, but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school

However there are exceptions where the school can make charges.

## Exceptions

Charges are permitted under the Act to meet the costs of the following:

- Board and lodging on residential educational trips
- Non educational trips
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
- 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 which is not prescribed in regulations, and for preparing the pupil for such an examination out of school hours
- 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
- Re-sits of prescribed public examinations where no further preparation has been provided by the school
- Voluntary optional extras provided outside of school hours (or mainly outside school hours)

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per pupil incurred. Any support will be at the discretion of the Executive Principal.

### **Voluntary Contributions**

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per pupil incurred. No individual pupil will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However the visit or activity may have to be cancelled if insufficient contributions are received.

### **Other Charges**

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that pupils have the right basic equipment. Some optional items of equipment may on occasion be offered for sale by the school e.g. calculators, revision guides, etc.

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or full cost levied against the school.

The school will seek payment from parents for cost of books which are lost or not returned.

A charge will be levied in respect of hiring school lockers to cover maintenance, repairs and replacements

### **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
- 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
- Wherever a pupil, having entered for a public examination against the school's wishes, achieves a grade in that examination
- 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

### **Remissions**

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Eligible benefits include:

- Income Support
- Job Seekers Allowance (Income Based)
- Child Tax Credit, but are not entitled to Working Tax Credit
- Support under part VI of the Immigration & Asylum Act 1999
- The 'Guaranteed Element' of Pension Credit

Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place. This will be at the discretion of the Headteacher.

### **Lettings**

Charges must cover costs. The scale of charges will be determined annually by the Governor Finance Committee. The current charges are included at Appendix A.

### **Private Telephone Calls/Photocopying**

The Academy requires payment in all circumstances for private phone calls/photocopying.

### **VAT**

The school Finance Office is responsible for ensuring VAT is correctly applied and processed.

# APPENDIX A

## KNUTSFORD ACADEMY & CHEHSIRE STUDIO SCHOOL LETTING CHARGES

November 2021

### COMMUNITY USE

<u>Area</u>	<u>Cost Per Hour</u> *1 £
Main Hall (Bexton Road)	50.00
Main Hall (Westfield Drive)	40.00
Classroom	30.00
Gymnasium (Westfield Drive)	40.00
Changing rooms	20.00
Conference Room (Bexton Road)	25.00
Main kitchen*5	30.00

<u>Sports fields:</u>	<u>Cost Per game</u>
Pitch hire (rate applied per pitch) - Monday to Friday	40.00
Pitch hire (rate applied per pitch) - Weekends	45.00*2

### COMMERCIAL USE

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

<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

#### 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.