



Twyford
C of E
Academies Trust

Document Title	Charging Policy
Committee Responsible for Policy	Resources Committee
Review Frequency	Every three years
Last Reviewed	March 2023 (updated June 2024)
Next Review Due	March 2026
Policy Author	Director of Finance & Operations

Assessment of the Impact of a Policy on Equality & Diversity

Policy: Charging Policy	
Impact assessed by: R Lane	Date: 19 th January 2023
<p>1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?</p> <p>Significant potential. The Trust could charge more for activities primarily engaged in by students/groups with protected characteristics.</p>	
<p>2. How would this be evidenced?</p> <p>Through a review of charges or a complaint.</p>	
<p>3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else?</p> <p>Yes.</p>	
<p>4. If the answer to 3 is 'Yes', please provide details and evidence.</p> <p>Premises hire charges have not followed a formula. Faith/cultural groups hiring premises could have claimed that they were being discriminated against.</p>	
<p>5. How might the new policy change this?</p> <p>Although the policy still provides for different letting charges for different groups, there is now less potential for groups with protected characteristics to be charged more than other groups.</p>	
<p>6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else?</p> <p>No.</p>	
<p>7. If the answer to 6 is 'Yes', please provide details and evidence.</p>	
<p>8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test?</p> <p>Pass</p>	

Charging Policy

1 Statement of Principle

The Trust charges for a range of services and goods/materials. Most goods and services are charged to recover the full cost although concessions and exemptions may apply.. Rates for premises hire may be varied by Trust Directors as part of an agreement with a partner that benefits the school in other ways. Trust Directors reserve the right to vary the rates shown in other, exceptional cases.

2 Parent Funded Activities

When charging parents for school activities it is the Trust's policy to meet its legal obligations and comply with best practice as set out in the Department for Education publication, [Charging for School Activities](#). As a general rule, for most activities which are 'optional extras' we aim to recover the direct cost of goods and services through our charges and may also charge an administrative fee not exceeding 15%. There are some exceptions to this rule. Students eligible for Free School Meals, Pupil Premium, Bursaries and those admitted into specialist places may be eligible for a concessionary rate and/or provided with a subsidy funded from the Pupil Premium or Bursary funding (see section 5 below). Also, exemptions may apply for students taking part in mandatory educational activities.

3 Instrumental Tuition and Easter Revision Courses

Instrumental tuition is charged at a rate which allows the School to cover the direct costs of provision and an administrative charge. Charges will be reviewed annually to reflect increases in the pay of the instrumental tutors.

Similarly Easter revision courses will be charged at a rate which enables the School to recover the costs of staffing and relevant consumables. An administrative charge may be added.

4 Exam Fees

The School reserves the right to charge at cost for re-sits and unsuccessful remarks. Such charges will be subject to annual review in line with charges from the Exam boards.

However, where re-sits and remarks are at the behest of the School, there will be no charge.

5 Concessions for FSM, Pupil Premium, Bursary and Specialist Place Students

Exemptions from charges may apply for mandatory activities linked to a particular course that is part of the curriculum.

Students for whom the Trust receives Pupil Premium funding (i.e. children claiming free school meals at any point in the last 6 years, looked after children, previously looked after children or service children) are entitled to a £100 credit each year which can be used to pay for school trips, music tuition or other chargeable education-related goods or services provided by the Trust.

Pupils currently eligible for free school meals are, in addition, entitled to a 20% discount on charges for trips and music tuition. This discount may not be claimed in addition to discounts for students in specialist places detailed below.

Sixth Form students eligible for bursary support may receive help with fees and charges in accordance with the 16-19 Bursary Policy and depending on whether/how much funding is available and eligibility.

A student admitted into a specialist music place for whom the Trust receives Pupil Premium funding who is active in ensembles and performances is entitled to a 50% discount on tuition for one musical instrument.

A student admitted into a specialist languages place for whom the Trust receives Pupil Premium funding is entitled to a 50% discount on one foreign language exchange each year.

6 Premises Lettings

Prices will be set at a level which enables the School to at least recover the costs of provision and to be consistent with market rates, if these are higher.

Prices are subject to annual increase in line with increases in our own cost base and also, if possible, to reflect trends in the market. Prices may be reviewed mid-year if there is a significant change in costs.

The following rates represent minimum charges. Higher rates may be charged where market conditions allow with the approval of the Associate Headteacher and Director of Finance & Operations.

Standard hourly charges for rooms at the date of this Policy are as follows:

Classrooms	£25/hour
Drama Studios	£35/hour
Performance Centre	£100/hour
Music Practice Rooms	£12/hour
Café/LRC/Study Centre/Chapel	£60/hour

Standard hourly charges at the date of this Policy for sports facilities are as follows:

Sports Hall	£60/hour
Full Size ATP	£100/hour
Multi-use Games Area	£40/hour
Pitches/cricket wicket	£150/hour
Wilf Slack Cricket Nets (2 nets)	£60/hour
Wilf Slack Cricket Nets (4 nets)	£100/hour

Long-term anchor hirers are defined as organisations requiring weekly use of the premises over a period of at least a year and paying at least £1,500 per term at standard hourly charges.

Long-term anchor hirers pay 50% of standard hourly charges or £1,500 per term, whichever is greater.

Long term anchor hirers providing music tuition or other musical activities accessed by school students pay 15% of standard hourly charges or £1,500 per term, whichever is greater.

Charges for the long term hire of the Twyford Sports Centre through LB Ealing are subject to a separate agreement.

Charges for one-off musical events accessed by school students may be discounted by 50%. This includes one-off events run by Long-term anchor hirers.

7 School Retail Enterprises

All sales from Student Services of books, stationery, IT consumables and items of uniform will be at purchase cost, subject to minor rounding of prices. An administrative charge may be added.

8 Miscellaneous Income

This covers income from a wide range of sources, including some invoiced external customers.

Pupils are charged at cost for the provision of ID cards and lockers. An administrative charge may be added.

Charges for training courses provided by the Teaching School Hub are determined with reference to the relevant regulations and funding agreements. Fees for Initial Teaching Training courses are explained in the Initial Teacher Training Policy.

Trust staff made available for duties at other schools or academic institutions, such staff will be charged at market rate or at the full cost of employment, including employers' superannuation and national insurance.

Funding from the Department for Education and other government bodies is generally billed in accordance with a funding agreement.

9 Payment Methods

The Trust seeks to administer its operations (including arrangements for receiving fees and charges) as cost effectively as possible. This means that we strongly encourage or only permit payment by ParentPay for some fees and charges.