



Charging and Remissions Policy

Adopted By: MAT Board of Directors

Date: 20/11/2019

Review Date: **19/11/2020**

Signed: Chair of Directors

A handwritten signature in dark ink, consisting of several stylized, overlapping strokes, positioned below the text 'Signed: Chair of Directors'.

1) INTRODUCTION

The Trust Board recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. The Trust Board aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the Trust and as additional optional activities. However due to the limited funds in the delegated budget the Trust Board reserves the right to make a charge in the following circumstances for activities organised by Trust academies. The Trust Board will from time to time, review and amend the categories of activity for which a charge may be made.

In addition, Bere Regis School includes a Pre School facility (ages 2-5), which is chargeable over and above the pre-school funding allowances. This is covered under '7. Extended Provision'.

2) CHARGING FOR VISITS

a) All Visits

The group leader should ensure that parents/carers are notified as early as possible as to:

- the total cost of the visit
- how much each parent/carer will need to pay or be asked to contribute towards the cost of the visit
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element)

Early notification of the above is important as this allows parents/carers to make financial preparations. Many parents/carers find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food etc.

b) During Normal School Hours:

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents/carers can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents/carers who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled – parents/carers must be notified of this contingency. Students whose parents/carers do not contribute cannot be discriminated against.

Where appropriate, a Local Governing Body may offer to remit the full or part of the cost of full board and lodging for any residential activity which:

- takes place during school hours or;
- is not an optional extra (see following section for definition).

c) Outside of Normal School Hours/Optional Extras

The Headteacher can charge parents/carers for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours

- does not form part of the National Curriculum or the statutory requirements for religious education;
- is not part of a syllabus towards a Prescribed Public Examination – if an 'A' level Biology syllabus mentions fieldwork as a requirement then this in itself does not necessitate a residential fieldtrip to another part of the country as local facilities may suffice. However, if the syllabus mentions, for example, that students need to know about the ecology of rocky shores and they live in a city a long way from the coast then the fieldtrip would not be classed as an 'optional extra'.

The parents'/carers' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

3) INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Trust Board reserves the right to charge for educational materials students will be required to use in the furtherance of their studies, for example, ingredients, materials, or equipment (or the provision of them by parents/carers).

4) BROKEN OR LOST ITEMS (REPLACEMENT)

The Trust Board will allow all departments to ask students and/or their parents/carers to contribute towards the cost of replacement items such as lost books, or where they were damaged or broken as a direct result of misconduct on the student's part. This does not in any way detract from the teaching staff's duty to brief students thoroughly and to manage a calm and safe working environment for the students.

5) REMISSIONS

A Local Governing Body may remit in full or in part the cost of any activity for particular groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers 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 Chair of Governors. In cases where SEN students are involved the academy will ensure there is full equality of opportunities and funding for additional staffing or necessary provisions for trips and visits, will be available.

6) LETTINGS CHARGES

The Local Governing Board will set lettings charges for their academy facilities and services including sports, theatre and other lettings annually, to take effect from 1st September each year. The Dorchester Area Schools Partnership (DASP) concessionary rates will be agreed independently of lettings charges for other customers.

Terms and conditions of booking the academy facilities are incorporated into the paperwork to be completed by the person or group making the booking.

7) EXTENDED PROVISION

The Trust Board will set extended provision charges, for example, pre-school rates, annually to take effect from 1st September each year. Terms and conditions of extended provision are incorporated into the paperwork to be completed by the parent/guardian making the booking.

APPENDIX A - THS September 2019 lettings rates

APPENDIX B - BR September 2019 extended provision charges (pre-school and clubs)

APPENDIX A – THS LETTING CHARGES: 2019/20 Rates			
Effective from 1.9.19	PRICING:	£	
	<u>FLAT RATE All users</u>		
Sports/Other	Net	VAT	
Whole Sports Hall (VAT always applies to Upper Sports Hall)	30.00	6.00	36.00
Sports Hall Court Hire (VAT always applies to Upper Sports Hall)	8.00	1.60	9.60
Studio/Activity Room (VAT always applies to these rooms)	16.50	3.30	19.80
Grass Pitch - Previous price was per hr, NOW PER MATCH	37.50	7.50	45.00
9 a side pitch:	25.00	5.00	30.00
Classroom per hour**	15.00	0.00	15.00
	PRICING:	£	
	<u>FLAT RATE All users ##</u>		
Theatre	1 - 3 hrs	3 - 6 hrs	over 6 hrs
	150	200	300

Who pays VAT?

All sports bookings and everything in the Upper Sports Hall and the activity studios must include VAT.

Lower Sports Hall and field bookings to clubs affiliated to their National Governing body e.g. FA who book and pay in minimum of 10 week blocks may arrange VAT exemption for these areas with the Finance Office. Email allfinance@thomas-hardye.net

The Dorchester Area Schools Partnership (DASP) rate is agreed independently.

APPENDIX B – BR Extended Provision including Breakfast Club, Creative Club and Pre-School

- 1) **Creative Club** – Details in the table below
- 2) **Pebbles Pre-School**
 - a. Charges for these facilities are split into various categories, with discounts offered for families with more than 1 child attending (See separate fees table attached).
 - b. All sessions must be paid for in for. No reimbursement can made for holidays, sickness etc once the booking has been confirmed, unless 7 days advance notice has been given in writing.
 - c. In certain circumstances the school may agree to the use of Pupil Premium to fund a limited number of sessions for eligible pupils.
 - d. Additional charges will be made if parents are regularly late in picking up their child(ren). Please note Creative Club finishes at 5.15pm prompt each evening.
 - e. Bills for regular sessions are issued monthly, in advance, thus securing the sessions requested by each family and enabling changes to be made to sessions if required.
 - f. Bills for Adhoc Creative Club sessions booked are also charged monthly, however in arrears.
 - g. Payment for all fees is required within 7 days of the date of the bill. Payment via the school’s online payment system (WisePay) is encouraged, however cash or cheque are also accepted. The school also accepts Childcare Vouchers.
 - h. If a parent has a problem with payment, they are encouraged to discuss the matter with the Finance Officer, Pre School Secretary or Head Teacher, in order to come to a mutual agreement.
 - i. If fees are still outstanding (with no individual agreement having been made) at the due, a reminder will be sent.
 - j. If the fees remain outstanding after a further 7 days, another written reminder will be sent, with the parent being notified that the child(ren) could be withdrawn from the facility if payment is not received by a stated date (usually another 7 days).
 - k. If payment is still outstanding by the date stipulated in the letter, with no contact from the parent, they will be informed in writing that the child(ren) are no longer allowed to attend the relevant setting, from the date stated in the letter.
 - l. The final reminder letter will also include the following wording: ‘Failure to settle the unpaid fees by [*a date 1 month from the date of reminder letter*] will result in legal proceedings being considered by the school Governors’.
 - m. Fees Arrears must be paid before child(ren) are allowed to return to the facility and in these cases payment **MUST** be made in advance, or the child(ren) will not be allowed to attend.

- n. The Local Governing Body will be kept informed of any problems arising with payment of fees.

Session	Session time	Fee
Creative Club After School Club Monday-Thursday. During these sessions the children take part in a variety of activities which also includes time to complete their homework if they so wish.	Full Session 3.15-5.15pm	£9.00 £7.50 Discounted for families with more than 1 child
	Half Session 3.15-4.30pm	£5.00 £4.00 Discounted for families with more than 1 child
	3.15- 4pm Session (Adhoc) (N.B. The 4pm session is only open to siblings of children attending teacher led after school clubs or when such a club has to be cancelled)	£3.00 No discounts
Pre School (Pebbles)	Charges are based on morning or afternoon sessions as follows:	2-3 years of age: £13.40 3-2 years of age: £12.00 No discounts
Breakfast Club	From 8-8.45am when the children are taken into school	£5.50 £4.50 Discounted for families with more than 1 child
Lunch Club		£2.50 No discounts

Amendments