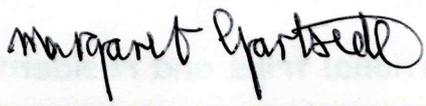


# Charging, Remissions and Letting Policy

Policy Author	Mrs S Isherwood
Responsible Governor's Committee	Finance & Audit Committee
Date discussed at SLT Meeting	27 <sup>TH</sup> February 2020
Date discussed at Staff Consultation meeting	
Date reviewed and approved by Finance & Audit Committee	9 <sup>th</sup> February 2021
Full Governors Meeting	3 <sup>rd</sup> March 2021
Chair of Governors Signature	
Frequency of Review	Review in the light of changes to legislation or operating experiences Or within two years of approved date from Governors
School Website	Yes

## Introduction

All education during school hours is free. However, to enrich the curriculum, other activities; sometimes off-site and in addition to the normal curriculum are offered during the school day.

This Charging and Remissions Policy supports this commitment by describing the circumstances where the Academy raises money to supplement the budget provided by local and central government funds. The Governing Board will review this policy as part of our rolling programme, but reserve the right to amend the provisions at any time where that would be advantageous to the Academy.

Parents and Carers are asked to make voluntary contributions to cover the cost of some activities. The level of voluntary contributions is set to cover some or all costs associated with the activity. Occasionally, some or all of the total cost is subsidised by discretionary donations from either the School Fund or the Friends of Marlfields Academy (FOM).

No child is excluded from taking part in these activities because of non-payment of the voluntary contribution. However, where there are not enough voluntary contributions to make the activity viable, and there is no way to make up the shortfall, then it will be cancelled; this will be made clear to parents at the outset.

## Educational trips and residential visits

The Academy places a high value on the benefits gained by pupils participating in educational trips and residential visits in support of the curriculum and development of interpersonal skills. When organising school trips or visits, which enrich the curriculum and educational experience of the children, the academy invites parents to contribute to the cost of the trip. Such a contribution is not compulsory, but the visit may not be able to take place unless parents help in this way.

Every effort is made to keep costs at a reasonable level and Marlfields Primary Academy may pay a contribution or the whole cost of any child in receipt of the Pupil Premium.

The following is an illustrative list of additional activities organized by the academy, which require voluntary contributions from parents. These activities are known as 'optional experiences'. This list is not exhaustive:

- Visits to museums;
- Educational visits, which enhance the curriculum and which require transport expenses;
- Sporting activities which require transport expenses;
- Certain outdoor adventure activities;
- Transport to swimming;
- Visits to the theatre;
- Artist in Residence;
- Musical or theatrical events.

If the academy organises a residential visit in school time or mainly school time, all visits will be evaluated in order to offer the best value for money to our parents and children. The academy is permitted to charge for the full cost of board and lodging and some other costs, but does not seek to make a profit when passing on such costs. Other parts of the itinerary are funded in a similar way to educational visits.

## Communications

Communications to parents and carers from the academy will clearly differentiate between charges and voluntary contributions. For the part of the itinerary covered by voluntary contributions, the non-payment of such a contribution will not be a factor in deciding whether a pupil is allowed to participate in a residential activity; however, the academy reserves the right to cancel a planned activity if the total of voluntary contributions, together with any donations, is insufficient to cover the cost; this will be made clear to parents at the outset. In cases where genuine hardship prevents charges being paid, contact should be made with the Principal who will, with complete discretion, seek a resolution. This may include full or partial remission of the charge. Genuine hardship can best be demonstrated if parents or carers receive support benefits such as:

- Income Support
- Income based job seekers allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act
- Child Tax Credit (providing that they are entitled to Working Tax Credit and have an annual income assessed by Her Majesty's Revenue and Customs).
- Guarantee element of State Pension Credit
- Disadvantaged Pupil Grant - pupils in receipt of the disadvantaged pupil grant funding will have part or all of the cost of residential visits.

## Events arranged by The Friends of Marlfields.

The academy values these events and the support given by the parents and carers. The FOM are responsible for the charges made to such events. The committee along with the school agrees how funds are spent.

## School Fund

The school fund is managed separately from the official Academy budget and is administered entirely by the Academy. It is supported from ad hoc donations (primarily from grants, parents and carers) and trading activities (e.g. sale of items of uniform or water bottles) or commission on items such as photography. The governors are responsible for ensuring that the School Fund operates to the same principles as the official academy budget. The governors are also responsible for arranging audits. The Fund is used for discretionary purposes beneficial to the academy that cannot be paid for from the official academy budget (e.g. purchase of uniform items, museum entrance fees, transport provision) or to supplement the official academy budget (e.g. subsidies for visits & activities).

## Replacement due to Loss or Damage.

The governors reserve the right to ask parents and carers to repay the full costs incurred in repairing or replacing items broken, lost or damaged (other than through normal wear), for example books, equipment, windows or computer hardware and software. The age of those responsible will be taken into account, as will the circumstances leading to the breakage, loss or damage. Income to cover replacement costs shall be paid into the academy budget.

## Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. The academy funds class instrumental lessons including brass instrument and recorders.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Parents are charged for these directly by the music specialist.

## Swimming

The school organises swimming lessons for children in KS2. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. We do not charge for these lessons, but parents are asked to pay for any necessary transport to and from the pool.

## Additional Coaching Sessions

The academy may offer additional coaching after school, for example football, judo etc. For these activities a qualified coach, who is not a member of the school staff will run and organises these sessions. The body running the session make a small charge to cover their costs. Attendance is entirely voluntary.

## Teacher Clubs

Our teachers give up their time voluntary to offer extra-curricular activities however the academy may recover costs from parents and carers to cover the additional materials and resources used.

## Additional Nursery Sessions

The academy provides free places in our Nursery for children aged 2 and 3 + for 15 hours a week. Parents and carers can access further sessions, which will be charged for at the current rate published by the school. Sessions must be paid for in advance of the start of the session.

## Additional fees

Marlfields Primary Academy reserves the right to impose charges for late collection of children or for the non-collection of children of £5.00 for every 15 minutes, to cover the additional staff costs incurred, in accordance with our Uncollected Children Policy.

Marlfields Primary Academy reserves the right to make a charge if persistent lateness occurs.

## Lettings

### Introduction

The Governing Body of Marlfields Primary Academy regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the academy in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

### Definition of a Letting

A letting may be defined as; "any use of the academy premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation. A letting must not interfere with the primary activity of the academy, which is to provide a high standard of education for all its pupils.

Charges will be made for the use of the academy premises. We work to a sliding scale and the charges are largely dependent on the nature of the provider. For example, we believe it is only fair to charge less for a charitable organisation and for those users providing a valuable service to our pupils.

The Governors are responsible for setting charges for a letting on the academy premises.

A charge will be levied which includes but is not limited to the following:

- Cost of services (e.g. heating and lighting etc)
- Cost of staffing (e.g. security, caretaking and cleaning etc)
- Cost of 'wear and tear'
- Cost for use of academy equipment

Invoices will be issued at the end of the calendar month and payment must be made within 14 days of the date of invoice. Failure to make payment will result in termination of contract/lease.

Charges will be reviewed annually.

## Public Liability and Accidental Damage Insurance

All organisations submitting applications for letting of academy premises must certify that they possess an appropriate level of cover for the activity being undertaken. The minimum level of cover required by the Governing Body is £2,000,000.

## ACADEMIC YEAR CHARGES

The Governing Body agreed the following rates for long-standing users of the facilities:

	<b>Adult &amp; Community</b>	<b>Community Use</b>	<b>Commercial Use</b>
	<b>£ per hour</b>	<b>£ per hour</b>	<b>£ per hour</b>
<b>Hall</b>	30.00	30.00	45.00
<b>Classroom</b>	15.00	15.00	30.00
<b>Outdoor Sports facilities</b>	30.00	30.00	45.00

## Additional Miscellaneous Charging

If parents wish to have a passport form authenticated (by the staff teacher) then there is a charge of £10 per passport application to be paid to the academy's Friends of Marlfields organisation, this will then go to the relevant class for use to purchase items for their classroom.