

**LDBS Academies Trust  
&  
LDBS Academies Trust 2**

**Charging, Remissions & Lettings Policy**

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SIGNED (EXECUTIVE) HEADTEACHER		DATE	10/12/19
SIGNED CHAIR OF THE LOCAL ACADEMY COMMITTEE		DATE	10/12/19

## **Vision Statement**

Our schools aspire to provide ‘excellence and equity in a Christian context’, where every child is valued as a unique individual treasured by a loving God. ‘I have inscribed you on the palms of my hands.’ Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. ‘I have come that they may have life and may have it in all its fullness’. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school we demonstrate how we support this vision through our values which are Friendship, Endurance, Trust and Hope and summed up in the following statement Inspiring belief in God and in one another.

The vision of St Richard’s CE Primary School is for a thriving and outstanding school where children and adults have the opportunity to become the best they can be.

Inspiring belief...

- in ourselves – through progression and fulfilment
  - in each other – through motivation and teamwork
  - in the children – through showing them their potential
  - in the parents – through building trust by results
  - in God to all – through our whole lives.
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- We believe in looking out for everyone  
We put safety first and we do all we can to ensure that all needs are met.
  - We believe in working together  
We act like a family who support and motivate one another.
  - We believe in aiming for the best  
We do all we can to ensure the highest quality in every area – our children deserve nothing less.
  - We believe in looking to the future  
We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.



*Excellence and Equity for All Children in a Christian Context*

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

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## **1. Aim**

- 1.1. The LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as the “**Trust**”) recognises the valuable contribution that a wide range of additional activities, including school clubs and educational visits, can make towards a pupil’s education. The Trust aims to promote and provide such activities as part of a broad and balanced curriculum for all its pupils.
- 1.2. This policy aims to outline clear, robust processes for charging and remissions; and clearly set out the types of activity that can be charged for and when the charges would be made.

## **2. Legislation**

- 2.1. This policy is based on advice from the Department for Education (“**DfE**”) on charging for school activities and the Education Act 1996, sections 449-462, which set out the law on charging for school activities in England.
- 2.2. This policy complies with the Trust’s funding agreement and the articles of association.
- 2.3. The Education Act requires the Trust to determine and keep under review this policy, which the parents have a right to ask for. The Trust’s schools should also provide a summary of this policy in school prospectus and on the school website.

## **3. Financial Contributions**

- 3.1. There are two types of financial contributions for which parents can be asked in relation to educational activities. These are (1) voluntary contributions and (2) permitted charges.
- 3.2. **Voluntary contributions**
  - 3.2.1. Voluntary contributions will be sought for activities such as day trips. However, contributions will be voluntary and the Trust affirms that no child will be excluded.

- 3.2.2. Where necessary, voluntary contributions will be calculated to include subsidies for low income families and travel by accompanying teachers. Proposed activities will be offered to a distinct group, such as a class or year group, not only those showing a willingness to pay.
- 3.2.3. Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as ‘optional extras’. In any event where the school may impose a voluntary charge, it will not exceed the actual per pupil cost of provision.
- 3.2.4. Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents / carers have made any contribution in response to the request.

### 3.3. Permitted charges

- 3.3.1. Permitted charges are a direct request to cover certain costs involved with a school activity or educational visit. No charge can be made in respect of education provided during school hours (which excludes the mid-day break).
- 3.3.2. No charges can be made for any education provided outside of school hours if this forms part of the National Curriculum or religious education.
- 3.3.3. A charge may be made for board and lodgings on any residential educational visit.

## 4. Specific circumstances where a charge could be made

### 4.1. Educational textbooks and materials

- 4.1.1. In the event that a parent or pupil wishes to retain items produced as a result of art, craft & design, or design & technology a small charge may be levied for the cost of the materials used.
- 4.1.2. The Trust will provide textbooks free of charge, but in some subjects additional revision guides may be made available for which a charge may be levied.

### 4.2. Music tuition

4.2.1. The school may levy a charge in respect of music tuition that is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil, which has been provided at the request of the parents to an individual pupil or a small group of pupils (up to a maximum of five pupils).

#### 4.3. Optional extras

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

- (a) Education provided outside of school time that is not part of (i) the national curriculum; (ii) a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or (iii) religious education.
- (b) Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- (c) Transport (other than transport that is required to take the pupil to school or to other premises where the governing board has arranged for the pupil to be provided with education).
- (d) Board and lodging for a pupil on a residential visit.
- (e) Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

4.3.2. When calculating the cost of optional extras, an amount may be included in relation to:

- (a) Any materials, books, instruments or equipment provided in connection with the optional extra.
- (b) The cost of buildings and accommodation.
- (c) Non-teaching staff.
- (d) Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).
- (e) 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.

4.3.3. 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.

- 4.3.4. 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.
- 4.3.5. 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.
- 4.3.6. Parental agreement is necessary for the provision of an optional extra which is to be charged for.
- 4.3.7. A **day visit** is in school hours if 50% or more of the total time (including travelling) occurs in the school hours. School hours do not include the normal midday break.
- 4.3.8. A **residential visit** is in school hours if the number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel). A school session equates to a registration session (2 per day). A half-day is a 12 hour period ending at midday or midnight.
- 4.4. **Damage to / loss of property**
- 4.4.1. 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 will be equivalent to the cost of replacement or repair, or such lower cost as the (Executive) Headteacher may decide.
- 4.5. **Lettings**
- 4.5.1. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Local Academy Committee (“LAC”).
- 4.5.2. The school will only allow the use of the school premises if the interested party can provide:
- (a) An overview of what it intends to deliver so that the LAC can make a judgement on whether this is in line with its ethos, Christian principles and is in accordance with the promotion of British Values
  - (b) Copies of its Health and Safety Policy and Child Protection Policy and Procedures to check for compliance.



- (c) Evidence that it has followed safe recruitment practices and staff have the requisite DBS checks.
- 4.5.3. The school should also consider due diligence checks on the interested party (e.g. a search on the Internet, checks with the community department of the Local Authority, a local Police inquiry). All checks should be recorded and filed.
- 4.5.4. The school should provide the interested party with clear expectations relating to the school's health and safety measures, security procedures, child protection and safeguarding policies and procedures (if organisation working with children).
- 4.5.5. The school should make it clear to the organisation that it has the right to monitor the organisation while using the school facilities as part of its own internal monitoring of all lettings.
- 4.6. Other charges
  - 4.6.1. The Headteacher or the LAC may levy charges for miscellaneous services up to the cost of providing such services, which fall outside the scope of the above specific circumstances in line with the guidance on permitted charges.

## **5. Remissions**

- 5.1. In order to remove financial barriers from disadvantaged pupils, the LAC has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.
- 5.2. To qualify for consideration under this policy, parents must be in receipt of Free School Meals.
- 5.3. Under current regulations, children whose parents receive the following support payments are eligible for free school meals;
  - (a) Universal credit in prescribed circumstances;
  - (b) Income support;
  - (c) Income-based Jobseeker's Allowance;
  - (d) Support under part VI of the Immigration and Asylum Act 1999;
  - (e) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
  - (f) The guarantee element of State Pension Credit; and

(g) An income related employment and support allowance that was introduced on 27 October 2008.

5.4. Where charges are to be made by the LAC for optional extras, parents may receive a remission for the whole or part of the charge.

## **6. Monitoring**

6.1. This policy will be reviewed by the Company Secretary once every two years and approved by the Trust's Board of Directors.