



Charging and Remissions Policy

Version and Date		Action/Notes
1.0	07 Dec 2016	Policy drafted by Author: Julie Howell
1.2	09 May 2021 06 Jul 2021	Policy reviewed & updated by Paul Bowman. Policy approved by CMAT Board.

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Trustees of Codsall Multi Academy Trust are responsible for determining the content of the policy and the head teachers of each individual Academy for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and the Local Governing Body finance committee.

Definitions

Community Facilities – activities which Codsall Multi Academy Trust does not feel is of direct educational benefit to children at the Academies

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the Academy

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Trustees of Codsall Multi Academy Trust recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

The Trustees of Codsall Multi Academy Trust has determined that charges will apply for the following:

- (a) board and lodging on residential visits (not to exceed the costs) **Not applicable**
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs**Not applicable**
- (c) individual or group tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
Not applicable
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
Not applicable
- (f) any other education, transport or examination fee unless charges are specifically prohibited
Not applicable
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
Not applicable
- (h) extra-curricular activities and school clubs
Not applicable
- (i) Letting of the school premises or grounds
- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
Not applicable
- (k) Charges for materials or ingredients where the pupils wish to have the finished product
Not applicable
- (l) Cost of transport to take part in work experience
Not applicable
- (m) Photocopying charges
- (n) Private Telephone calls

Charges listed below will be made for peripatetic instrument lessons:-

An example of charges for music lessons depends on the number of children wanting to have tuition.

E.g. No. of children x cost per hours of tutor (£41.00 per hour) and hire of instrument then the cost will be divided between pupils.

Charges listed below will be made for (i) Lettings of the school premises:

School Hall -	£23.00 per hour
Classroom -	£13.00 per hour
School Field/cloaks	£47.00 per day

Photocopying Charges (m)

A4 paper	20p per sheet
A3 paper	25p per sheet

Private Telephone (n)

No charges would be made for private telephone calls.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

*****CMS have inserted visits etc here*****

Remissions

(Where the LAB have determined to charge for board and lodging on a school trip the following paragraph must be included).CMS???????

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190
- e) Income based Employment and Support Allowance

- f) The 'Guarantee' element of the State Pension Credit

CMS have additional statements*

(For any other charges which are to be made the policy must set out below the remissions which will apply to each charge. If charges are not to be made the corresponding remission does not exist).

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) School Visits

CMS have DT materials*

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
 b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

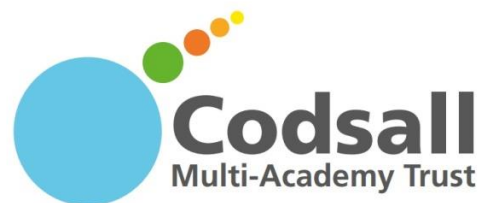
****CMS include Minibus statement****

This Policy will be reviewed by Codsall Multi Academy Trust Finance Committee on a yearly cycle and must be signed by the Chairman of Trustees, Vice Chairman and individual Academy Headteachers.

Policy Reviewed:	May 2021
Next Review:	Summer Term 2022
Signature of Chairman of Trustees:	Signature of Headteachers:
	Mr P Bowers (Codsall Middle School)
	Miss J Parker (St Nicholas First School)
Signature of Vice Chairman of Trustees:	Miss S Varricchione (Birches First School)

APPENDIX A

APPLICATION FOR THE HIRE OF SCHOOL PREMISES



1. Name of Hirer:
2. Address:
3. Telephone Number: Daytime: _____ Mobile: _____
4. Email Address: _____
5. Details of requirements: Room and area to be hired (tick relevant columns)

Hall	Sports Hall / Gym	Library / Drama Room	Classroom / Technology Room	Playing Field	Additional Facilities
Start Date:			Start Time:		
End Date:			End Time:		
Day of Week:			Number of Lettings:		
Nature of Activity:					
Equipment / Facilities Requested:					
Equipment to be Brought in by Hirer:					
Age Range of Those Attending:			Numbers Attending:		

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Use specified in the attached documentation.

* Public liability insurance is being provided by Codsall Multi Academy Trust's Third Party Hirer's Insurance Policy I can confirm that I have read the Summary of Cover and fully understand the insurance being provided including the policy conditions and exclusions which apply.

* Public liability insurance is not being provided by Codsall Multi Academy Trust Third Party Hirer's Insurance Policy and I can confirm that I have arranged Public Liability Insurance in the name of the individual / organisation hiring the school premises for a limit of indemnity of at least £2,000,000.

Signed by the Applicant: _____ Date: _____

Full Name (in block letters): _____

APPENDIX B

AGREEMENT FOR THE USE OF SCHOOL PREMISES



AN AGREEMENT made [Date] between Codsall Multi Academy Trust and [Name of Hirer/Organisation].

IN CONSIDERATION of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions:

1. Payment being made in full at least **one/month (delete as applicable)** prior to the letting(s) taking place;
2. The person in charge of your activity being shown the fire escape routes before the start of the letting;
3. Ensuring toilets and cloakroom area are clean and tidy at the of activity;
4. The Conditions of Use prevailing at the time of the letting;
5. A receipt and authorisation to use the premises will be issued when payment is received.

THE SCHEDULE

Area hired / additional facilities and equipment	Dates and Times of Hire

Signed by: _____
On behalf of Codsall Multi Academy Trust

Date: _____

Signed by the Hirer: _____

Date: _____

NOTE: Please ensure the Conditions of Use and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.

Premises name/address	
Details of Letting (e.g. Brownies)	
Contact name	
Contact telephone number	

Section 1 - Premises Hazards

The premises manager must identify any hazards in the premises which may pose a risk to those letting the premises. Any control measures required to reduce risk must be followed by those letting the premises.

Hazards identified and notified to those letting premises	Details/location and control measures to be taken.
Supervision of the children /students to ensure their safety	<ul style="list-style-type: none"> Keep up-to-date registers and emergency contact lists.
Fire / Emergency Evacuation	<ul style="list-style-type: none"> Leaders are given a copy of the school's Fire & Emergency Evacuation Policy including Appendix 4 which is the Fire Policy for organisations using the school premises. Leaders signing this form agree that they have received an up-to-date copy; have read and understood the policy and will adhere to the contents. Register & contact lists to be taken out in the event of an emergency evacuation.
Safeguarding	<ul style="list-style-type: none"> Check that coaches have been on appropriate safeguarding course. Follow correct procedure e.g. when children are getting changed. Report any issues during the session to relevant person.
First Aid	<ul style="list-style-type: none"> Ensure that appropriate 'First Aid' resources/cover in case of accidents. We recommend that you ask parents/carers to make you aware of students with particular health problems.
Safety within building	<ul style="list-style-type: none"> Ensure that any electrical appliances that you (or any contractors you employ) bring into school or are PAT tested and subject to periodical tests for safety. All other areas are out of bounds including the staffroom. No school equipment to be used (including play equipment/electrical e.g. photocopier) unless by prior agreement with the Headteacher.

	<ul style="list-style-type: none"> • Any resultant damage must be duly reported to the school. • All equipment for the letting should be kept off site and brought in by the leader. • If refreshments are required only plastic jugs and cups should be used.
Security of the building	<ul style="list-style-type: none"> • The leader is responsible for the security of the school premises during their time of letting - ensuring doors are not left open if using the outdoor areas and at the end of their session. • Leaders must not leave the premises before the caretaking staff arrive to lock up. • All external doors should be closed at all times, curtains in the school hall and blinds in the classrooms should be closed at the end of the session.

Section 2 – Letting Activity Hazards

Those letting the premises must identify the hazards created by the activity or equipment used which pose a risk to the regular users of the premises or those present during the Letting.

Those letting premises must identify the control measures they will have in place to reduce the risks.

Hazards – Lettings	Details/location and control measures to be taken.

The following site arrangements for the letting have been agreed by both parties. Any changes to the letting, such as activities, duration or equipment being brought onto the premises must be reviewed by both parties.

Site Arrangements	Details
Facilities Hired	<ul style="list-style-type: none"> • The letting is for the use of [insert facility details e.g. Hall & Toilets] only.
Changes of leader/contact numbers	<ul style="list-style-type: none"> • If there are any changes to the information contained in this document it is the leader's responsibility to inform the school office.
School Telephones	<ul style="list-style-type: none"> • School telephones may only be used in emergencies. (Emergency contact numbers are near the telephone at the rear of the school hall in the recess area near to exit 3. Please press 9 for an outside line before you call the number).
First Aid Resources	<ul style="list-style-type: none"> • These are the responsibility of the Group Leader. • In emergencies the school medical room can be used.
Toilets and washing equipment	<ul style="list-style-type: none"> • [insert facility details]
Closing arrangements	<ul style="list-style-type: none"> • [Insert details] e.g. • If using the school hall, all groups will exit from either the rear

	<p>hall door or the main entrance door near the main school playground.</p> <ul style="list-style-type: none"> • On occasions when the hall is in use for school events the group will be allocated the use of Year 2 classrooms and exit should then be via the year group cloakroom. • The caretakers will be locking up the rest of the school between 7pm & 8pm finishing off with the hall, Year 1 and toilets after the letting. Please ensure that users are out of the building as soon as possible and that the leader remains until the last child is collected.
Brooms & Cleaning equipment	<ul style="list-style-type: none"> • The Senior Cleaner has made available cleaning materials and a broom. These can be located in a cupboard in the workroom opposite Year 1 classrooms.
Disposal of Rubbish	<ul style="list-style-type: none"> • Rubbish should be put in the appropriate bins and not left by the doors (which presents a fire hazard.)

Where necessary, both the Premises Manager and the person/group letting the building will be required to exchange written Risk Assessments.

Sign and date

Premises Manager	Signature:
Representative for those letting the premises	Signature:
Creation date	
Review date	