



## Charging and Remissions Policy

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Ownership:	Academy Business Manager
Author:	Director of Finance and Business Services
Signed by Academy Council:	

## **POLICY STATEMENT**

It is the policy of Priory Community School, an Academy Trust (PCSA) that;-

- No charges are made for admitting students to PCSA and that education provided during school hours shall be free (except for music tuition as detailed below).
- Reasonable charges will be made for activities wholly or mainly outside school hours.
- All cases of hardship relating to attendance at PCSA originated activity will be dealt with sensitively and swiftly within the limits of PCSA's budget.
- All wilful loss of or damage to PCSA's property shall be paid for or PCSA reimbursed by the person responsible for the loss or damage.
- The use of PCSA's buildings, fields, pitches and equipment by the local community or organisations should be encouraged. Reasonable charges for the hire of these premises shall be made.
- Where appropriate, PCSA seeks voluntary contributions for the benefit and support of school activities.

## **SPECIFIC GUIDANCE**

The Academy Council delegate to the Head of School the discretion to waive charges to the local community for the hire/use of premises as "charitable" support for appropriate local activities. The Head of School shall report the use of his/her discretion in this matter to the next Business and Site sub-committee meeting.

A list of charges, based on prevailing local market rates, shall be published for the hire of all types of accommodation and equipment.

Charges to replace/repair damage or loss of PCSA property shall be the cost to PCSA of the replacement or repair. The Academy Council authorise the Head of School to take all reasonable steps to recover a loss to PCSA.

Where an activity cannot be funded without voluntary contributions, this must be declared to parents/carers at the outset and that the activity will not take place if parents are reluctant to support it financially.

## **POLICY REVIEW**

The working of this policy shall be reviewed by the Business and Site Sub Committee annually at the meeting following the anniversary of its approval.

## **REVIEW DATA**

At the annual review, the following data (or evidence) will be examined;-

- The use of the Head of School's discretion in waiving fees
- The list of published charges
- Academy Business Manager report on premises use/balance sheet
- The number of "hardship cases" to ascertain that all students are benefiting from their PCSA education.

**Date Policy Approved – September 2016**

**The name of the designated person is: Angela Johnson-Scott**

**The Policy is to be reviewed annually and the next review is due in September 2017**

Academy Business Manager

## **CHARGING and REMISSIONS PROCEDURES**

- 1) Prohibition of Charges
- 2) Voluntary Contributions
- 3) Activities (during School hours) not arranged by the School
- 4) Education outside School hours
- 5) Residential Activities
- 6) Exemptions from charging for Residential Activities
- 7) Instrumental / Vocal Music Tuition
- 8) General Charges for Educational Activities
- 9) Hire and Rental charges
- 10) Charges for Loss or Damage
- 11) Head of School's Waiver

### 1) **PROHIBITION of CHARGES**

The Academy Council of PCSA recognises that 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 student is being prepared for at PCSA, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or as part of a syllabus a prescribed public examination that the student is being prepared for at PCSA, or part of religious education;
- entry for a prescribed examination, if the student has been prepared for it at PCSA;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at

PCSA;

- 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 student is being prepared for at PCSA, or part of religious education;
- supply teachers to cover for those teachers who are absent from PCSA accompanying students on a residential trip;
- transporting registered students to or from PCSA, where the Local Authority (LA) has a statutory obligation to provide transport;
- transporting registered students to other premises where the Academy Council or the LA has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when she/he has been prepared for that examination at PCSA;
- transport provided in connection with an education trip.

## 2) **VOLUNTARY CONTRIBUTIONS**

PCSA shall seek voluntary contributions from parents/carers for the benefit of PCSA or in support of any PCSA activities whether during or outside school hours, residential or non residential.

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

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that the registered student at PCSA will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request
- c) if the activity cannot be funded without voluntary contribution, the Head of School or his/her representative must make this clear to parents/carers at the outset
- d) the use to which the voluntary contributions will be put

The responsibility for determining the level of voluntary contribution is delegated to the Head of School. A part or all of the cost of an approved activity may be met from school funds or a fund raising activity.

(As a guide, the initial letter to parents/carers for which voluntary contributions are requested shall include the following:-

1. The nature of the proposed activity
2. The value of the activity in educational terms
3. The contribution per student which would be required if the activity were to take place
4. A statement that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay
5. A reassurance that no registered student shall be treated differently whether a voluntary contribution has been made
6. The use to which a voluntary contribution will be put (travel costs, residential costs etc.)
7. How any surplus will be managed (repayment, put into School funds etc.)
8. A clear statement that the activity will not go ahead without sufficient voluntary contributions if this is the case
9. A contact name/telephone number for discrete discussions regarding support in case of hardship
10. A statement that anyone in receipt of support payments (e.g. Income Support) is entitled to claim remission.

Examples of activities for which voluntary contributions will be requested are:-

Year 7 and Year 8 enrichment activities.

### 3) **ACTIVITIES (during school hours) NOT ARRANGED BY PCSA**

When an organisation operating totally independently of PCSA or LA arranges an activity to take place during school hours and parents/carers want their children to join the activity, such organisations may charge parents/carers. PCSA accepts no responsibility or liability for these activities. Risk Assessments and Safety Checks are not made by PCSA and PCSA will not recommend or approve such organisations or activities. Parents/carers must go through the normal procedures for requesting absence for their children as they would to take their children out of school for a family holiday.

However, where an activity is organised by a third party, and is approved by PCSA, is educational or is supervised by someone authorised by PCSA, it will be treated as if it were provided by PCSA and will follow the PCSA's procedures for an approved educational activity. A request for Voluntary Contributions can thus be made.

### 4) **EDUCATION OUTSIDE SCHOOL HOURS**

Education outside school hours is defined in legislation as an "optional extra". Participation in any optional extra will be on the basis of parental choice and a willingness to meet such charges as are made. The agreement of parents/carers is a necessary pre-requisite for the provision of an optional extra for which a charge is made. PCSA's delegated budget cannot be used to subsidise extra curricular activity.

A charge:-

- may not exceed the actual cost of provision
- may not include an element of subsidy
- if the activity takes place with a small proportion of school time, the cost of providing cover for students not attending may not be included
- may be met by fund raising

The costs may include:-

- student travel costs
- students' board and lodging
- materials and equipment
- non teaching staff costs
- entrance fees
- insurance costs
- an amount to cover the cost of engaging staff specifically for the purpose of providing the activity and their travel and board and lodging. (Staff already

employed by PCSA may not have their costs included unless they are engaged on a separate contract to provide the optional extra.)

## 5) **RESIDENTIAL ACTIVITIES**

A residential activity involves nights away from school/home.

The test to determine whether the activity is within or outside school hours (and therefore the legitimacy of charging students) is based on the number of half days taken up by the activity (including travel) relative to the number of days the student would have attended had the activity not taken place. A residential activity is deemed to have taken place within school time if the number of half day sessions missed by the student amounts to half or more of the number of half days taken up by the activity.

### Example 1

School trip from noon Wednesday to 9am Sunday would last for 9 half days, i.e. 5 half days of school sessions and 4 half days of non-school sessions. This activity takes place in school time and any charges must reflect this. Charges may not be made for educational provision or travel. A charge can be made for board and lodging. Voluntary contributions may be requested.

### Example 2

School trip from noon Thursday to 9pm Sunday would last for 7 half days, ie.3 half days of school sessions and 4 half days of non-school sessions. This activity takes outside school time and charges may reflect this.

## 6) **EXEMPTIONS FROM CHARGING**

Children whose parents are in receipt of the following support payments will, in addition to free school lunch entitlement also be eligible for the remission of charges for board and lodgings during residential school trips:

- Income Support
- Income based Job Seekers Allowance
- Support under part 4 of the Immigration and Asylum Act 1999
- Child Tax Credit, where a parent is not entitled to Working Tax Credit and whose annual income does not exceed £16,190
- Guaranteed State Pension Credit

Note The trigger for entitlement to remission of charges for the residential trip is free school lunch eligibility.



### Example for guidance

A Geography field trip, integral to the GCSE, is planned and it is the expectation that all students will attend. Board and lodging is a permitted charge and so the following would apply:-

- a) PCSA can charge all for board and lodging
- b) families in receipt of relevant support payments are exempt from the charges. (They may be invited to make a voluntary contribution, but in any case the child has the right to attend.)
- c) families NOT in receipt of support payments will be expected to pay, if they do not, the child cannot attend.
- d) low income families (including hardship cases) who are not in receipt of support payments should be encouraged to seek support from PCSA. (See Voluntary Contributions - Initial Letter)

### 7) **INSTRUMENTAL/VOCAL MUSIC TUITION**

The following procedures are based on the 2006 Education and Inspection Act and the Statutory Instrument “The Education (Charges for Music Tuition) (England) Regulations 2007”.

The Regulations prescribe the circumstances in which a charge may be made for tuition given during school hours. Music tuition as part of the National curriculum is excluded. They clarify that a charge may be made where the tuition is provided at the request of the student’s parent and is provided to individuals or groups of students. However, PCSA may not charge for music tuition to:-

- a) students “looked after” by the LA (as defined by section 221 of the Children’s Act 1989
- b) students not being charged prior to the new regulations coming into force on September 1<sup>st</sup> 2007 will not be charged after that date.

(NB. Whether students entitled to free school meals are charged is at the discretion of the Head of School).

At PCSA, music tuition is provided by specialist music teachers  
Details of the tuition, charges, payment options, termination and attendance/failure to attend are set out in the exemplar School paperwork.

### 8) **CHARGES FOR EDUCATIONAL ACTIVITY**

(This section summarises details from the seven sections above.)

With the exception of those activities prohibited by legislation and within the

procedures described above, PCSA has determined to charge as follows:-

- a) board and lodgings on residential visits (not to exceed costs) (Section 5)
- b) the proportionate cost for an individual student of activities known as “optional extras” to meet the costs for: travel; materials and equipment, non-teaching costs; entrance fees; insurance costs; costs of engaging staff to deliver the activity and their board and lodging. (Section 4)
- c) individual (and group) music/vocal tuition. (Section 7)
- d) re-sits for public examinations where no preparation has been provided by PCSA
- e) costs of non-prescribed examinations where no further preparation has been provided by PCSA
- f) any other education, transport or examination fee unless charges are specifically prohibited.
- g) breakages, loss and replacements as a result of damage caused wilfully or negligently by students. (Section 10)
- h) extra curricula activity and School clubs.

Parents/carers will also be expected to pay for:-

- costs of ingredients and materials provided by PCSA where parents/carers have indicated in advance they wish to own or retain the finished product
- transport from home to an activity provided or sanctioned by PCSA or LA for example a work placement
- the cost of an examination fee where, without good cause, the student has failed to complete the examination required.
- the costs of any individual re-marking or re-assessment where the parent/carer has queried the marking or grading.

## 9) **HIRE AND RENTAL CHARGES**

It is the policy of PCSA that its resources (buildings, sports facilities etc.) should be used to the maximum benefit of the community it serves.

The details of the resources available are easily accessible via the School’s web

site (<http://www.priory.n-somerset.sch.uk/Lettings.shtml> )

A current list of charges is appended.

#### 10) **CHARGES FOR LOSS OR DAMAGE**

In an organisation of some 1,200 children and some 200 adults, some accidental loss or damage to resources and fair wear and tear are accepted as a fact of life and PCSA's budget makes due allowance for this.

However, deliberate, wilful or negligent loss of or damage to the School's resources not only puts an unfair strain on the budget but denies or compromises the opportunity and right to learn.

For these reasons, it is the policy of PCSA that those causing wilful loss or damage shall make good the loss or damage appropriately.

- 1) Loss of /irreparable damage to books, IT equipment, PE equipment, DT tools etc.; PCSA shall claim the "market rate" for repair or replacement.
- 2) Damage to the structure of the buildings, furniture etc.; PCSA shall claim the cost of the repair (e.g. broken window, chair, etc.) or an appropriate replacement.
- 3) Where damage has been sustained to the fabric of the School or equipment due to the criminal behaviour of others, PCSA shall actively co-operate with the police authorities with a view to seeking restitution.
- 4) The Head of School and/or his/her representative will consider in all cases where the costs of replacement have not been met by the perpetrators of the willful loss or damage or criminal behaviour, action via a Civil Prosecution or the Small Claims Court.
- 5) PCSA should always try to recover debts owed to preserve its budget (for spending on improvements for learning) rather than replacement of willfully lost or damaged items. The Head of School is thus authorised to pursue bad debts, including the use of outside specialist debt collection agencies, as long as the effect on PCSA's budget is at least cost neutral.

11) **HEAD OF SCHOOL'S WAIVER /DISCRETION**

Specifically in relation to this Charging and Remissions Policy, the Head of School has the right to use his/her discretion and waive or reduce charges, costs or hiring charges as in the examples below. (These examples are not prescriptive nor exhaustive.)

It is anticipated by the Academy Council that the Head of School will use this right to waive or reduce in exceptional circumstances only. Action taken by the Head of School to waive or reduce shall be reported to the Business and Site Sub-committee at the meeting following the action taken.

The Head of School's actions shall be constrained by the PCSA's budget and no action to waive costs may be made that would prejudice the budget no matter what the circumstances or how deserving the cause.

- Waiving costs for a student whose family had suddenly fallen on hard times and who are not covered by Section 6 Exemptions.
- Waiving rental/hire charges to a local organisation as the School's "charitable" contribution to an event.



Queensway  
Weston super Mare  
BS22 6BP

**ALL LETTINGS START AND FINISH ON THE HALF HOUR  
UNLESS SPECIFICALLY AGREED WITH PRIORITY  
COMMUNITY SCHOOL.  
CHARGES FROM 1 SEPTEMBER 2016 TO 31 AUGUST 2017**

<b>SPORTS LETTINGS</b>		
<b>Artificial Turf Pitch (per hour)</b>	<b>Not Floodlit</b>	<b>Floodlit</b>
Senior Whole Pitch	£62	£72
Junior Whole Pitch (under 16)	£37	£47
Senior Half Pitch	£40	£45
Junior Half Pitch (Under 16)	£31	£32
<b>Tennis Court/Netball Court/Soccer Training Area (per hour)</b>	£24	£27
<b>Marked Grass Pitch (Football/Rugby)</b>	<b>Adult</b>	<b>Junior (Under 16)</b>
Single match	£60	£35
<b>Running Track</b>	£60	£35
<b>Rounders Field</b>	£30	£18
<b>Cricket Grass</b>	<b>Adult</b>	<b>Junior (Under 16)</b>
Single match	£60	£35
<b>Cricket - Artificial</b>	<b>Adult</b>	<b>Junior (Under 16)</b>
Single match	£60	£35
<b>Redgra</b>	<b>Adult</b>	<b>Junior (Under 16)</b>
Per hour	£27	£17
<b>Sports hall (per hour)</b>	£37	£37
<b>Gymnasium (per hour)</b>	£32	£32

There is no charge for changing facilities (available during let and 15 minutes before and after). Apart from 21.30 finish when site must be cleared by 21.45.

<b>Non Sports Facility</b>		
	<b>Weekday</b>	<b>Weekend</b>
<b>Classroom*</b>	£20	£25
<b>Each additional classroom</b>	£10	£10
* Hire charge covers a period of up to 3 hours. Each additional hour after this will be £10.		
<b>Drama Studio (per hour)</b>	£30	£30
<b>Hall</b>	Price on Application (minimum of £100.00)	
<b>Conference Room</b>	Price on Application (minimum of £50.00)	
<b>Specialist IT, DT or Food Room</b>	Price on Application	

<b>Discounts</b>	
Letting involves more than 12 lets in a year (not applicable to ATP)	10%
Public Liability Insurance discount on sight of a valid insurance certificate	10%

**VAT IS CHARGEABLE IN ADDITION WHERE REQUIRED**

