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**Charging and Remissions Policy  
2020/21**

**Mission Statement**

*To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.*

## Charging and Remissions Policy

### Introduction

This policy follows guidance in the DfE Governance Handbook (Oct 2020).

The Empower Learning Academy Trust Board may not levy any charges to pupils or their parents unless it has drawn up a statement of policy on charging.

In order to ensure that the basis on which charges are made and the eligibility criteria for support are clear to parents, the policy will be available from the individual Academies and Trust website.

### General

If a charge is made for each pupil this should not exceed the actual cost of the activity. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions, or general fundraising.

The permitted charge may include an allowance for the costs of teachers from the Academy Trust, or other adults directed by the individual Academy, who supervise an activity.

For residential visits, extra curricular activities and optional extras, the permitted charge may include an allowance for the costs of teachers from the school and other adults directed by the Academy who supervise the activity only if those teachers or adults have been given a separate contract to provide the optional extra. A contract need not be a formal document. It could be simply a letter to a teacher asking him/her to provide a service on a particular occasion.

### Education during Academy hours

No charge can be made for admitting pupils to an Academy within the Empower Learning Academy Trust. Education provided during school hours must be free. This includes materials, equipment and transport provided in Academy hours by the Academy to carry pupils between the Academy and an activity. Academy hours are those when the Academy is actually in session, and do not include the break in the middle of the Academy day.

**Information about Academy hours will be on the individual Academy's website.**

### Musical Instrument Tuition (If applicable to the individual Academy)

There is an exception to the rule about not charging for activities in Academy hours in relation to musical instrument tuition.

A charge will be made to parents of pupils receiving individual tuition or in groups in the playing of any musical instrument, except where the tuition is essential to fulfil the requirements of the National Curriculum.

The level of charge will be fixed by the individual Academy at the beginning of each financial year. The Academy will not charge for supplying pupils with musical instruments for the purposes of individual or small group music tuition, except in the case of instruments requiring significant levels of maintenance, for which a small charge may be levied.

### Voluntary Contributions

Although Academies cannot charge for Academy time activities subject to the musical instrument tuition as above, they can invite parents and others to make voluntary contributions. All such requests will make it clear to parents that the contributions are to be made on a voluntary basis and that the children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall then the activity will be cancelled.

Each Academy will normally seek voluntary contributions for daytime education visits. The individual Academy may also seek voluntary contributions towards the provision and maintenance of lockers.

### Charging for Finished Products

A charge may be levied to cover the costs of materials/ingredients for subjects such as technology where parents have indicated in advance that they would like their child to bring home the finished product and/or the pupil uses materials outside the normal provision. **No charge will be made for finished products not taken home.**

### Other charges levied by the individual Academies within the Trust

- i) Where regulations allow, a parent wishing to take away a copy of a document will be asked to pay a charge to cover the cost of photocopying.
- ii) The Academy will ask parents for a contribution towards breakages, book losses Etc.
- iii) The Academy reserves the right to ask parents to reimburse the cost of examination entries if, once entries have been confirmed, a pupil either fails to complete essential coursework by prescribed deadlines or fails to attend an examination without an acceptable reason.

### Education outside Academy hours

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or syllabus for an approved

examination or religious education. Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, then that activity counts as taking place entirely in school hours and no charge may be made.

Time spent on travel only counts as being during Academy hours if the travel takes place during Academy hours. As an example, a long-distance trip might involve much travel before and after normal Academy hours, but if the time spent at the destination fell mainly within Academy hours, the trip would count as happening in school time and be free of charge. By contrast, a trip which involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

Charges may be made for other activities that happen outside Academy hours if parents agree to pay. The Education Act 2011 described activities that can be charged for as “optional extras”. The Empower Learning Academy Trust Board considers residential visits during Academy holidays as “optional extras”.

### Residential Activities

#### a) Largely in school time

For a residential activity taking place largely during Academy time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum, or religious education, no charge may be made either for the education or for the cost of travel. However, charges can be made for board and lodging in these circumstances. Cases of particular hardship will be considered by the Senior Leadership Team of the individual Academy.

A trip counts as falling within Academy time if the number of Academy sessions missed by the pupils amount to half or more of the number of half days taken up by the activity. Each Academy day is normally divided into two sessions and each 24-hour period is divided into two half days beginning at noon and at midnight. On this basis, a term time trip from noon on Wednesday to 9 p.m. on Sunday would last for nine half days, including five Academy sessions, and would be classified for charging as taking place outside Academy time. If 50% or more of a half day is spent on a residential trip, the Academy will include the whole of that half-day as time being spent on the trip.

#### b) Largely out of Academy time

Charges will be made for the costs of such visits if they are largely out of Academy time and are not required by the National Curriculum, the syllabus for a public examination or for statutory religious education purposes.

Residential visits taking place in school holidays will be “optional extras” and charges will be made.

### Remissions

The Empower Learning Academy Trust take the view that, as far as possible, no pupil should be denied an Educational opportunity as a result of his/her family's financial situation. It is acknowledged, therefore, that it may be necessary to provide support in some cases. The Empower Learning Academy Trust will give consideration for support to pupils whose parents are in receipt of Universal Credit, Disabled Persons Tax Credit, Free School Meals or the Pupil Premium.

The Empower Learning Academy Trust have some discretion to waive charges, as they think fit. When formulating the budget for the Academy, the Empower Learning Academy Trust will consider, subject to other financial pressures, creating a small fund to be used to support cases of particular hardship.

### Lettings

Charges for the letting of Academy premises and facilities will normally be in accordance with the scale of charges set by Finance Committee of the MAT Board at the beginning of each financial year. However, the Empower Learning Academy Trust Board gives the Principal/ Headteacher the power of discretion to vary charges for individual lettings if, in his/her judgement, the circumstances warrant such variation. The charges for lettings is contained in the lettings procedure

### VAT

VAT will be charged were applicable.

### Other

The Principal/Headteacher will administer the policy on behalf of the Empower Learning Academy Trust and report back to them termly.

The policy will be re-examined at intervals and modified in the light of experience and changing legislation as and when necessary.

## Local Variation

### Hall Mead School

#### Music Instrument Tuition

Provider	£/Hour (for course of 10 lessons)
Non Havering Music School Teachers	£30.00 pro rata
Havering Music School Teachers	£41.00 pro rata

#### Charging for finished goods

Maximum for £5.00 per item.

#### Lettings Charges

Charges are per hour

Great Hall	£55.00
Stage Lighting	£20.00
Gym	£30.00
Sports Hall	£30.00
Activity Centre	£45.00
Football Pitch	£25.00 per pitch, per hour.
Badminton Court	£15.00 per court, per hour.
Playground	£15.00
Classroom	£15.00
Tennis/Hard Court	£15.00 per court, per hour
AWC	£55.00

Required Public Liability Insurance, 12% plus 4% premium tax.

### Bower Park Academy

Facility Name	Price Band	Price	Priced By
Canteen	Block booking of 10 or more sessions (Vat exempt)	£44.00	Hour
Classroom	Block booking of 10 or more sessions (Vat exempt)	£10.45	Session
Conference Room	Block booking of 10 or more sessions (Vat exempt)	£10.45	Session

Dance Studio	Block booking of 10 or more sessions (Vat exempt)	£25.85	Hour
Drama Studio	Block booking of 10 or more sessions (Vat exempt)	£10.45	Session
Grass Pitch 1	Block booking of 10 or more sessions (Vat exempt)	£16.50	Hour
Astro Pitch one	Block booking of 10 or more (Vat exempt)	£27.50	Hour
Astro Pitch two	Block booking of 10 or more sessions (Vat exempt)	£27.50	Hour
Astro Pitch three	Block booking of 10 or more sessions (Vat exempt)	£27.50	Hour
School Field	Block booking of 10 or more sessions (Vat exempt)	£31.90	Hour
School Gym	Block booking of 10 or more sessions (Vat exempt)	£42.90	Hour
South Hall	Block booking of 10 or more sessions (Vat exempt)	£51.70	Hour
Sports Hall	Block booking of 10 or more sessions (Vat exempt)	£51.70	Hour
Technology Room	Block booking of 10 or more sessions (Vat exempt)	£10.45	Session

May incur additional cost if staff overtime is required

Required: Public Liability Insurance, 12% plus 4% premium tax.

### **The Brittons Academy**

#### **Music Instrumental Tuition**

Bands Project £3 for 50 minutes

Individual 20 minutes lesson £8.33

Individual 30 minutes lesson £12.50

#### **Lettings - Scale of Charges**

<b>Area for Hire</b>	<b>Per Hour</b>
Main Hall	45.00
Canteen	25.00
Classroom (if part of a letting)	5.00

Sports Hall/Gymnasium	30.00
Games Pitch, Playground,	30.00

### **The Brittons Academy Artificial Turf Pitch Charging Schedule**

#### **Main Pitch** **Per hour**

Full pitch - peak time £ 80.00

Full pitch - off peak £ 70.00

Half pitch – peak time £ 40.00

Half pitch - off peak £ 35.00

Third pitch - peak time £ 30.00

Third pitch - off peak £ 25.00

#### **5 a Side**

Peak & Off peak £ 30.00

#### **Cricket nets**

Peak £ 30.00

Off peak £ 20.00

Peak times: Weekends and Monday to Friday 7pm to 9.30pm

Off peak: Monday to Friday 5pm to 7pm

### **Required Public Liability Insurance, 12% plus 4% premium tax**

### **Hacton Primary School – Nursery, Additional Hours Charging Schedule**

All children are currently entitled to 15 hours of Nursery provision from the term after their third birthday. There is no charge for eligible children for these 15 hours.

Some parents will be eligible for 30 hours Nursery provision and would need to apply for an eligibility code at <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>. There is an additional charge of £2.50 per day to cover the lunchtime period.

If there are available spaces, it may be possible for parents to pay for additional sessions if they are not eligible for the 30 hours. There is a fee for extra sessions, payable as follows:

Lunchtime session £2.50

AM or PM session £14.50

All fees are payable one month in advance. Failure to adhere to the payment policy will result in the Nursery place being rescinded. One full half term's notice is required, in writing, in respect of cancellation.