

Christ Church CE Academy



Charges and Remissions Policy

This Church of England Aided Academy aims to serve its community by providing an excellent education for pupils of all abilities and backgrounds in the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and requires the valuing of other faiths.

It promotes Christian values and spiritual development through the experience it offers to all its pupils,

These values are implicit in this policy.

Status

Draft for staff

Accepted by staff

 Nov 2019

Accepted by governors November 2017

 November 2019

Date for Review

Pupils:

The Academy will follow the Department for Education guidelines in respect of charges and remissions for pupil activities.

1) Visits

All visits are part of the Academy curriculum unless parents are specifically informed otherwise. As such all pupils must go on the visits as they are an integral part of the class work at the time. Visits are usually financed through the Academy account. Voluntary donations are often requested from parents to defray some of the costs. No pupil would be excluded from a curriculum based visit because they had been unable to make a donation.

In some circumstances a teacher may wish to take a group or class on a visit which cannot be afforded by the Academy; in these circumstances voluntary donations will be asked for as usual, but if sufficient donations are not forthcoming the visit may have to be postponed or cancelled. In this situation all monies would be refunded to the parents who had made donations, and the teacher would either select another, less expensive venue or wait until Academy funds could provide the necessary support.

Residential Visits (see Appendix 1)

School will not charge for:

- education provided on any visit that takes place during school hours.
- education provided on any visit that takes place outside school hours if it is part of the national curriculum.
- board and lodgings for those parents in receipt of benefits* if the visit is deemed to be in school time.

School will charge for:

- board and lodgings (if the visit is deemed to be out of school time. See attached flowchart – Appendix 1). Remission of charges to those parents in receipt of benefits* will be at the discretion of the school/governors.
- education provided on any visit that takes place outside school hours.

* *Income Support (IS);*

* *Income Based Jobseekers Allowance (IBJSA);*

* *support under part VI of the Immigration and Asylum Act 1999;*

* *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 the relevant amount set at the time.*

* *the guarantee element of State Pension Credit;*

* *an income related employment and support allowance that was introduced on 27 October 2008.*

2) Loss or Damage to Academy Property

The Academy may ask parents to pay the cost of breakage and damage to items such as broken windows, damaged or lost reading books, especially if this is a result of a pupil's behaviour.

3) School Uniform

The Academy realises the cost implications that parents face when purchasing Academy uniform that bears the Academy logo. As such, the Academy has taken the decision to sell Academy uniform to parents/carers at cost price i.e. no profit is made. (This decision is subject to a periodic review on the 1st September each year).

4) Out of Hours Learning Activities (Optional Extras)

Although every effort is made to avoid charges, the Academy has the discretion to charge for out of hours learning activities (also referred to as optional extras). Generally charges will only be made where additional costs are incurred by the Academy in the running of such activities. Any charges made by the school will not exceed the actual cost of providing the optional extra.

Staff:

The Governors acknowledge that there are legitimate reasons for staff to use Academy equipment for personal reasons.

The guidelines issued by the Governors are as follows:

- Staff should ensure that equipment is maintained in good order when it is being used – if there are any problems these should be reported as soon as possible.
- Staff may only borrow equipment upon completion and authorisation by the Headteacher of an "Academy Equipment Loan" form. If staff are taking equipment home to use they should first ensure that it is covered by their home insurance.
- The charges listed below are adhered to.

1) **Borrowing equipment**

There is no charge for borrowing school equipment, but the guidelines above must be adhered to. Any damage to equipment must be reported as soon as possible and the borrower will be liable for the cost of repairs. Any loss of equipment must be reported as soon as possible and the borrower will be liable for the cost of replacement. **(Reference to be made to the Loan of Equipment to Staff policy).**

2) **Private use of school telephones:**

Private use of phones is not allowed unless in an emergency situation. If an emergency call is made the member of staff must inform the Business Manager who will calculate and collect the money for the cost of the call.

3) Private photocopying:

Copies will be charged at the current rate at the time of copying. The member of staff must inform the Business Manager of the number of copies made. The Business Manager will then calculate and collect the money for the cost of the copies.

4) Private use of printers:

Print outs will be charged at the current rate at the time of printing. The member of staff must inform the Business Manager of the number of prints made. The Business Manager will then calculate and collect the money for the cost of the printing.

5) Private use of the Internet

The Internet is a facility comparable to the telephone, and the same principles apply. The amount of actual time that staff have to use the internet is minimal because of the constraints of the school day, so it is not school policy to charge staff for the because this would not be cost effective.

The principles governing the use of the telephone regarding “proper” usage are however still applicable. Sites that that are professionally or socially unacceptable (e.g. depict violence, racism, sexually explicit material etc.) should not be accessed at any time.

6) Lettings

It is the policy of the Governing Body that local interest groups and general community use of the school should be encouraged and that the rates will be minimal, set on an individual basis according to the nature and type of activity. These rates would be set to reflect the actual cost to the school (heating, use of equipment, etc.) as well as covering the costs of the caretaker’s wages and cleaning.

Commercial activities should be charged at the rates recommended by the Local Authority and or Diocese at the time.

Both of the above will include payment for the caretaker to open and close the school and to arrange the appropriate level of cleaning.

Staff/Pyramid Schools/Church:

1) Hire of Academy Mini Bus

Full terms and conditions for the use of the mini bus, together with a school mini bus policy are available from the school office.

Hire charges are in force for staff (privately using the mini bus) or for pyramid schools or the church wishing to use the mini bus. Hire charges cover running/administrative costs only and no profit is made from the charge.

Staff/pyramid schools/church are required to replace all fuel used when using the mini bus. Staff/pyramid schools/church are also required to pay the £250 excess in place in the event of an accident.

November 2017

Appendix 1

Charging policy

