

# All Saints' Academies Trust



## Charging and Remissions Policy

Reviewed: Autumn 2018

Next review date: Autumn 2019



# Believe Inspire Excel

## Our Mission

**Guided by our caring Christian ethos, we work together to grow the trust in order to equip all members with the skills, attitude, creativity and motivation to be happy and successful lifelong learners and respectful global citizens**

### Believe

- Show pride, passion and self-belief
- Deliver broad and balanced curriculum
- Promote trust, honesty and tolerance
- Show positive role modelling
- Respect and value each individual
- Embrace diversity
- Nurture achievement
- Support our communities
- Learning should be fun!

### Inspire

- Share a clear vision
- Set high expectations
- Focus on ambitious goals
- Promote shared understanding and ownership
- Deliver transparent, effective communications
- Celebrate success

### Excel

- Recruit the right people
- Act as a team
- Be accountable
- Drive positive outcomes for all
- Embrace change
- Promote continuous learning and improvement
- Challenge and be challenged
- Together Everyone Achieves More

## **Roles and Responsibilities**

The Board of Directors of the Trust is responsible for determining the content of this policy and academy Principals for implementation. Any determination with respect to individual parents/carers will be considered jointly by the Principal and Local Academy Council. While the responsibility for the implementation of this policy and provision rests with the Principal, on an operational basis, the management, responsibility and evaluation of this policy is undertaken by the School Business Manager.

## **Suggested Audience**

All staff and parents

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

## **Activities for which charges cannot be made**

The Board of Directors recognises that legislation prohibits charges for the following:

An admission application

- Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside Academy 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 the Academy, or part of religious education.
- Tuition for students learning to play musical instruments, if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy.
- Entry for a prescribed public examination, if the student has been prepared for it at the Academy.
- In exceptional circumstances examination re-sits and at the discretion of the Principal.
- Education provided on any trip that takes place during Academy hours that is part of the National Curriculum or an examination.
- Education provided on any trip that takes place outside Academy 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 the Academy, or part of religious education.

- Supply teachers to cover those teachers who are absent from the Academy accompanying students on National Curriculum or Examination Courses.
- Transporting registered students to or from the Academy premises, where in the past, the local education authority has had a statutory obligation to provide transport.
- Transporting registered students to other premises where the Board of Directors or in the past, the Local Authority has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the Academy.

### **Activities for which charges may be made**

The Board of Directors and Principal will consider asking parents/carers to meet the costs of the activities detailed in the following table. The charges will be made after consultation with parents/carers, will not exceed the cost of the provision and will be proportional for each student. Lessons/activities will not be confirmed until parental/carer agreement has been received, ideally by return of a signed reply slip.

<b>Activity</b>	<b>Note</b>
Board and lodging on residential trips	Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place
Materials or equipment if parents/carers indicate in advance that they want the child to bring it home.	
The proportionate costs for any student on activities wholly or mainly outside Academy hours ('Optional extras') to meet the costs of: <ul style="list-style-type: none"> <li>• Travel</li> <li>• Materials and equipment</li> <li>• Non teaching staff costs and costs of staff specifically engaged for the activity</li> <li>• Entrance fees</li> <li>• Insurance costs</li> </ul>	

Vocal and musical instrumental tuition	Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding
Re-sits for public examinations where no further preparation has been provided by the Academy	
Examination fees where a student fails without good reason to sit an exam	After consultation with parents/carers
Any other education, transport or examinations where no further preparation has been provided by the Academy	
Any other education, transport or examinations fee unless charges are specifically prohibited	
Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the student	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding
Any extended Academy activity	Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding

The Academy will make every effort to ensure that all information lays out costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

### **Remissions**

Students whose parents/carers are in receipt of the following support payments will, in addition to having a free Academy meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential and other Academy trips.

The relevant support payments are:

- Income Support
- Income Based Jobseeker's Allowance
- Income-Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 (as at April 2013) (in respect of this item, account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit

A child aged 16-18 is also entitled if they receive any of the above benefits in their own right.

All letters to parents/carers regarding activities which request a parental/carer contribution will include a statement inviting those parents/carers receiving any of the benefits above to contact the Academy in confidence if they would like their child /children to participate, giving details of the relevant benefit, so if necessary the Academy can confirm this.

### **Voluntary Contributions**

The Principal may ask parents/carers for a voluntary contribution to support Academy activities.

The terms of any request made to parents/carers will specify that it is a voluntary contribution and 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/carer is under no obligation to pay.
- b) That registered pupils at the Academy will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.
- c) The activity may not take place if insufficient contributions are made.

The responsibility for determining the level of voluntary contribution is delegated to the School Business Manager, under the direction of the Principal.

### **Lettings**

The Academy will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Local Academy Council. [To consider a separate lettings policy for any significant level of lettings/income]

### **Other charges**

Charges may be made in accordance with the Data Protection and Freedom of Information Act legislation. (Appendix 1)

### **Academy Meals**

The Principal will determine and publish annually the price to be charged for Academy meals.

## **Monitoring and Review**

The School Business Manager, is responsible for monitoring all aspects of this policy. An annual written report will be made to the Local Academy Council, giving precise figures around charges and parental/carer contributions.

## **Appendix 1**

### **Subject data access requests**

Section 7 of the DPA gives individuals the right to request the personal information a school holds about them – the right of subject access. The definition of personal data for this purpose extends to any personal information held on record anywhere by the school (with one or two minor exceptions), and not just that held electronically, in structured files and in educational records. It includes information in correspondence and in notes made by Directors, teachers and other staff. There are some exemptions to the right of access to information in certain records held by schools.

From 1<sup>st</sup> May 2017 the following will apply:

Subject access requests (SARs) need to be answered without delay, at the latest within one month of receipt. The information must be provided free of charge.

However, a 'reasonable fee' may be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive. The Academy may also charge a reasonable fee to comply with requests for further copies of the same information. This does not however mean that the Academy can charge for all subsequent access requests. The fee must be based on the administrative cost of providing the information.

A valid SAR should be in writing – this can include fax or email – and the Academy will confirm the requester's identity.

Parents can make subject access requests on their children's behalf if the children are deemed too young to look after their own affairs or they have consented to their parents doing this on their behalf.

The Academy will keep a log of the requests that require formal consideration.

Subject access rights under the DPA are separate to the right of access to educational records under the Pupil Information Regulations for England, Northern Ireland, Scotland and Wales, which give a parent the right to information in their child's educational record. These regulations are outside the Information Commissioner's supervisory duties.

A parent has a separate and distinct right of access to their child's educational record from normal subject access requests about their child under the DPA. It is

important to understand what is meant by a pupils' educational record as there can be, and usually is, some overlap between the two rights of access and also because the legislation concerning access to educational records permits the Academy to charge a higher fee, depending on the number of pages that comprise the educational record. The educational record has a wide meaning and includes most information about a pupil that is processed by or on behalf of a school. Information that is provided to the school about the pupil by a parent of another child is also not part of the educational record, but may be otherwise disclosable under the DPA.

Unlike the distinct right of access to the educational record, the right to make a Subject Access Request (SAR) under the DPA is the pupil's right. Parents are only entitled to access information about their child by making a SAR if the child is unable to act on their own behalf or has given their consent. If it is not clear whether a requester has parental responsibility for the child or is acting on their behalf, the Academy will clarify this before responding to the SAR.

In deciding what information to supply in response to a SAR, there needs to be regard to the general principles about exemptions from subject access. Examples of information which (depending on the circumstances) it might be appropriate to withhold include:

- information that might cause serious harm to the physical or mental health of the pupil or another individual;
- information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests;
- information contained in adoption and parental order records; and
- certain information given to a court in proceedings concerning the child.

If a SAR is made for information containing, in whole or in part, a pupil's 'educational record', a response must be provided within 15 school days. The maximum amount the Academy may charge for dealing with the request depends on the number of pages of information to be supplied. The following table shows the maximum fees:

Number of pages of information supplied	Maximum fee
1-19	£1
20-29	£2
30-39	£3
40-49	£4
50-59	£5
60-59	£6
70-79	£7
80-89	£8
90-99	£9
100-149	£10
150-199	£15
200-249	£20

250-299	£25
300-349	£30
350-399	£35
400-449	£40
450-499	£45
500+	£50

Appendix 1

## **CLEADON CE ACADEMY LETTING CHARGES** **September 2018**

### **COMMUNITY USE**

<b><u>Area</u></b>	<b><u>Cost Per Hour</u></b> *1 £
Main hall	20.00
Classroom	10.00
Subsequent classrooms	5.00

<b>Additional cost for Sunday or Bank Holiday lettings</b>	<b>10.00</b>
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<b><u>Sports fields:</u></b>	<b><u>Cost Per game</u></b>
Pitch hire (rate applied per pitch) - Monday to Friday	20.00
Pitch hire (rate applied per pitch) - Weekends	25.00*2

### **COMMERCIAL USE**

<b><u>Area</u></b>	<b><u>Cost Per Hour</u></b> £
Main hall	30.00
Classroom	15.00
Subsequent classrooms	10.00

<b>Additional cost for Sunday or Bank Holiday lettings</b>	<b>15.00</b>
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<b><u>Sports fields:</u></b>	<b><u>Cost Per game</u></b>
Pitch hire (rate applied per pitch) - Monday to Friday	35.00
Pitch hire (rate applied per pitch) - Weekends	40.00

**Note:**

1. The hourly rate will be applied to the nearest half hour.
2. For hires during evenings and weekends, if the caretaking staff are required to unlock and lock up the building, then payment of their time on site and travel time will be included within the quoted hire rate. Currently, this rate is £15.00.
3. If cleaning is required following a hire this cost will be added to the final invoice. The hirer will be informed of the charge in advance.
4. A notional charge of £5.00 will be added to cover power and heating for the duration of a hire.
5. Full day hires will be charged a maximum of 4 x the hourly rate.
6. Catering contractor labour costs may be incurred for any use other than boiling water.

## Appendix 2

### **Cleadow CE Academy Charging Policy and Provision for Music Tuition**

At Cleadow Church of England Academy we recognise the importance of providing children with the opportunity for instrumental or vocal tuition. The provision we offer is as follows;

#### **Tuition provided by the South Tyneside Music Service.**

This includes;

- First class tuition provided by South Tyneside Music Service tutors
- 30 guaranteed lessons per year with the aim of providing 33.
- Loan and maintenance of a high quality musical instrument
- Eligibility for membership of one of South Tyneside's bands: string, woodwind and brass
- Preparation for examinations

#### **Fees for 2018-19**

The cost per term is;

**Summer Term**      £55.00

**Autumn Term**      £55.00

**Spring Term**      £55.00

Tuition is free for children in the care of the local authority.

Please note;

- These fees apply whether you own your own instrument or you borrow one from South Tyneside.
- No refunds will be made if pupils miss a lesson.
- There will be an additional cost for exam fees.
- Invoices will be issued at the beginning of each term and lessons will start once payment has been received.
- Fees will be reviewed on an annual basis.

### **Important Information**

- A one year commitment is required from parents / carers and children
- Parents / carers and children are responsible for the safety and security of instruments.
- South Tyneside Council is the owner of the instrument. If lessons stop for any reason the instrument must be returned. If it is not returned South Tyneside Council will invoice the parents / carers for the full value of a new instrument.
- Lesson times may vary according to instrument and tutor group.

Music tuition is also available from Whitburn Church of England Academy. Tuition provided by the Academy will be subject to the Academy's terms and conditions. For further information please contact Mr Rose, Head of Faculty Culture and Sport on 0191 5293712.