

Document Title	MLT Charging and Remissions Policy
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Policy Category (Please Indicate)	1	Trust/Academies to use without amendment
	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)

Summary of Changes from Previous Version

Version	Date	Author	Note/Summary of Revisions
V2	17.05.23	NLI	Re-write of policy
V2	17.05.23	NLI	New additions – 5. Early Years Provision and 6 Extended Day Service

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1. AIMS

Maltby learning Trust aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities.

2. LEGISLATION AND GUIDANCE

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our Funding Agreement and Articles of Association.

3. DEFINITIONS

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable.

4. ROLES AND RESPONSIBILITIES

TRUSTEES

Trustees have overall responsibility for approving the Charging and Remissions Policy.

CHIEF EXECUTIVE OFFICER / CHIEF FINANCE OFFICER / PRINCIPALS

Monitoring the implementation of this policy has been delegated to the Chief Executive Officer / Chief Finance Officer.

The Chief Finance Officer is responsible for ensuring central staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

Principals are responsible for ensuring Academy staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

STAFF

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

PARENTS/CARERS

Parents/carers are expected to notify staff or the Principal of any concerns or queries regarding the Charging and Remissions Policy.

5. CURRICULUM ACTIVITIES

ACTIVITIES / TRIPS

For curriculum activities/trips during normal school hours, parents/carers may be asked to make a voluntary contribution.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity/trip if their parents/carers are unwilling or unable to pay, however, if the Academy is unable to raise enough funds for an activity or visit then it will be cancelled and a full refund provided.

Any insurance / transport costs will be included in charges for trips and activities.

EXAMINATIONS

No charge for examination entries, except where:

- The Academies have not prepared students for the examination in the year for which the entry is made, or
- A student has failed, for no good reason, to complete the requirements of the examinations or to attend for it and does not provide acceptable reasons for this.
- A student withdraws from an examination without the agreement of the Principal of the individual Academy.
- The Trust reserve the right to charge for re-taking examinations or modules.

GENERAL LESSONS

No charge in respect to educational materials such as:

- Books and materials provided in connection with the National Curriculum
- Statutory Religious Education
- Preparation for prescribed public examinations or courses taught at the Trust Academies, except where parents/carers have indicated in advance that they wish to purchase the product.

MUSIC TUITION PROVIDED BY THE LA OR OTHER SPECIALIST MUSIC SUPPORT SERVICE

To make a termly charge to parents/carers for instrumental music tuition by visiting Music Service teachers for those who request extra instrumental tuition for their child. For non-payment of fees, Trustees reserve the right to withdraw peripatetic music tuition for the remainder of the academic year.

EARLY YEARS PROVISION

Where there are spare Nursery places within the Primary foundation units, the Trust will offer additional hours at a charge. In the first instance, this will be offered to parents/carers of current students who wish to access the provision over and above the funded hours.

The charges are reviewed annually based on a percentage of the following criteria:

- Staff costs
- Premises costs
- Education materials
- Catering needs.

The Trust reserves the right to withdraw any services provided following non-payment.

6. NON – CURRICULUM ACTIVITIES AND CONSULTANCY WORK

NON-CURRICULUM ACTIVITIES / TRIPS

The Trust will levy a full charge, as an 'optional extra', for trips which are NOT part of the National Curriculum, statutory Religious Education or in preparation for a prescribed public examination.

Non-payment will result in the student being removed from the trip. Any paid monies will only be refunded back to the parent/carers if the Academy can retrieve this from the travel agent or insurance company.

The Trust / Academy will cancel trips and provide full refunds if there are insufficient students to make the trip viable.

When calculating the full cost, the following will be taken into consideration:

- Transport.
- Board and lodgings.
- Materials including books and other equipment.
- Preliminary visit if required.
- Insurance.

TRUST / ACADEMY PROPERTY

The Trust will charge parents/carers for damages to, or loss of Maltby Learning Trust or individual Academy property caused wilfully or negligently by their children.

PRIVATE PHOTOCOPYING

The Trust will levy a charge to cover the cost of private photocopying which will be determined on an annual basis on a per copy basis.

TELEPHONE CHARGES

Staff in possession of Trust mobile phones should not use them for personal use (other than in exceptional circumstances and/or approved by the Chief Executive Officer).

PRIVATE LETTINGS

The Trust will charge for private lettings using the scale of charges as set by the Trust, to include VAT where appropriate.

They may offer a reduction, when the hire of the facilities involves the delivery of activities to young people under the age of 18. Any Maltby Learning Trust staff costs associated with the hire arrangements will be required at the full rate.

Further guidance is provided in the Maltby Learning Trust Lettings Policy.

LIBRARY CHARGES

The Trust makes charges for overdue library books to the borrower or department with a maximum of 2 renewals. Missing books will be charged in full.

EXTENDED DAY SERVICES

The Trust will charge for extended day services such as breakfast club or after school clubs as an optional extra.

Parents/carers must give consent to access these extended services.

The Trust reserves the right to withdraw any services provided following non-payment.

CONSULTANCY WORK

Consultancy work may fit into two categories:

Academy/Trust Consultancy work

- I. A member of staff to provide consultancy to a third party in the course of his/her employment as directed by the Chief Executive Officer/Executive Director. The

Trust/Academy would look to recover the following charges in relation to such consultancy work:

- a. Specialist Leaders in Education (SLE) Rate
 - b. Local Leaders in Education (LLE) Rate
 - c. National Leaders in Education (NLE) Rate
- II. Staff would not be paid any additional income for undertaking this type of work; however, they would be allowed to recover costs in relation to travel and subsistence.

Private Consultancy work

- I. A member of staff/Governor providing consultancy service to a third party, otherwise than during his/her employment/role. For employed staff, this type of work will require formal approval by the Trust Board with a recommendation from the Chief Executive Officer/Executive Director. For any Governor undertaking such work, would require approval from the Chair of the Trust Board.
- II. For employees this type of work will need to take place outside of the contracted hours of employment.
- III. It is also brought to the attention of all employees/Governors that resources, equipment owned by the Trust, or its Academies cannot be used for this type of consultancy work.
- IV. Staff/Governors undertaking such consultancy work must provide assurance to the Trust Board/Chief Executive Officer that there is no conflict of interest in undertaking such work.

7. FREEDOM OF INFORMATION

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free; if your request means that we have to do a lot of photocopying or printing, incur a large postage charge, or is for a priced item such as some printed publications or videos we will advise you of the cost before fulfilling your request.

8. TRUST DISCRETION

To leave to the Chief Executive Officer's discretion, the proportion of costs of an activity which should be charged to public or non-public funds.

To delegate to the Chair of the Finance, Audit and Risk Committee and Chief Executive Officer, the determination of any individual case arising from the implementation of this policy.

9. STATUTORY REMISSION

Statutory remission is given to those parents/carers who are in receipt of either: -

- Income Support
- Jobseeker's Allowance (Income-based)
- State Pension Credit (Guaranteed Credit)
- Employment and Support Allowance (Income Related)
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Support under V1 of the Immigration and Asylum Act 1999
- Working Tax Credit run-on - paid for 4 weeks after qualifying for Working Tax Credit
- Universal Credit – (applications on or after 1 April 2018 household income must be less than £7,400 a year (after tax and not including any benefits))

*These criteria are the same as for **free school meals** entitlement and you will not be entitled if you or your partner, receive any Working Tax Credit on a regular basis.*