



**UNITED  
ENDEAVOUR  
TRUST**

Policy Title: Charging Remissions Policy

Drafted by:	Trust Director
Date of approval by United Endeavour Trust	
Date of receipt by Full Governing Body:	
Review Date:	Biennial
Responsible for Day to Day Management:	Community Duty Officer
Responsible for Review:	Trust Director

UNITED ENDEAVOUR TRUST  
EQUALITY CHECKED

This policy/procedure seeks to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relationships between groups
- Meet requirements under the Equality Duty
- Set Equality objectives which are specific and measurable



## Aim

The aim of this policy is to set out what charges will be levied for schools activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

## Responsibilities

The Governing Body of **the Federation/ Academy are** responsible for determining the content of the policy and the Principals for implementation. Any determinations with respect to individual parents will be considered jointly by the Principles and the Governing body

## Definitions

**Community Facilities** – Activities which the board do not feel is of direct educational benefit to children at the school

**Extended school provision** – Provision of childcare outside the standard school day where it is optional as to whether the child attends

**External Lettings** – Letting to an organisation other than the school

**Remission** – Where a charge is not payable, either in full or in part

**Sinking Fund** – A reserve put aside over a number of years to pay for major maintenance or renewal costs for the Astro turf.

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## Prohibition of Charges

The Governing Body of the **Federation/ Academy recognises** that the 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 pupil is being prepared for at the school, or part of religious education;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- 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 pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip

## Charges

- (a) **Board and lodging on residential visits** (not to exceed the costs)  
Parents will be advised of the full cost of a residential trip prior to parental agreement being sought.
- (b) **The proportionate costs for an individual child of activities outside school hours ('optional extras') to meet the costs for:**  
Travel  
Materials and equipment  
Non-teaching staff costs  
Entrance fees  
Insurance costs
- (c) **Individual or group tuition in the playing of a musical instrument**  
Charges for music lessons are reviewed annually at an academy level. Details of charges are provided once the requirement for teaching is known and published to parents/carers in advance of commitment. Musical instruments can be hired directly through Staffordshire Performing Arts by liaising with the peripatetic music teacher. The annual fee levied by Staffordshire Performing Arts varies depending on the instrument. Students who give up tuition during the term will not be entitled to a refund as the school will have already bought in the music tuition. Any parent who requires assistance with charges should refer to the Remissions section of this policy.
- (d) **Re-sits for public examinations where no further preparation has been provided by the school**  
The school pays GCSE initial registration and entry examination fees. However, retake fees and enquiries about results may incur charges but these are levied by the individual examining body - Parents will be advised if applicable. The entry fee may be charged to the parent/guardian should a pupil fail to attend an examination for which they have been entered. In making the decision whether to charge the Principals will take into account medical or other exceptional reasons.
- (e) **Costs of non-prescribed examinations where no further preparation has been provided by the school**
- (f) **Any other education, transport or examination fee unless charges are specifically prohibited**
- (g) **Breakages and replacements as a result of damages caused wilfully or negligently by pupils**  
Parents will be asked for the replacement cost for loss or damage to school property e.g. furniture damage or lost books
- (h) **Extra-curricular activities and school clubs**  
Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. Parents will be advised of the charges prior to obtaining their agreement.
- (i) **Letting of the school premises or grounds**  
The charge for lettings should at least cover the cost, including:  
Services (heat and light)  
Staffing (security, caretaking and cleaning)  
Administration  
Wear and Tear  
Charges will be agreed by the Board on an Biennial basis.  
Clayton Hall Academy (Appendix 1)  
Newcastle Academy (Appendix 2)  
Sir Thomas Boughey Academy (Appendix 3)
- (j) **Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision**  
Extended school care activities are only offered on an occasional basis. Generally no charge is made for this service but parents will be notified prior to any activity that would incur a charge.
- (k) **Charges for materials or ingredients where the pupils wish to have the finished product**  
Parents will be advised of these charges by the appropriate department prior to the product being made.
- (l) **Cost of transport to take part in work experience**

Any cost due to be incurred will be advised prior to work experience taking place.

- (m) **Printing costs: photocopying, paper, laminating, envelopes, levied by the Reprographics department.**  
For external bodies - refer to Appendix 4, for internal departments – refer to Appendix 5

## Remissions

Children whose **parents/ carers** are in receipt of the government funded support payments will, in addition to having a free school lunch entitlement and may be entitled to the remission of charges for board and lodging costs during residential school trips.

Parents are encouraged to speak to the Principal in order to establish if funding is available.

## Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) Any activity that takes place during school hours
- b) School equipment
- c) School fund generally

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

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising. 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.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

## School/ Trust Fund

**Clayton Hall Academy:** Parents may be asked to make a voluntary contribution to the Trust Fund for each child they have in the school.

**Newcastle Academy:** No financial contribution is currently requested but will be reviewed.

**Sir Thomas Boughy Academy:** No financial contribution is currently requested but will be reviewed.

The School Fund is used to pay for entertaining visiting teams and the many visiting speakers who give their services to the school. The fund also enables the school to purchase a range of necessary supplementary items that could not be otherwise obtained.

## Note:

Newcastle Academy - Individual lease arrangements are in place for the caretakers property and Little Stars Nursery.

## Appendix 1 – Clayton Hall Academy

Facility	September 2017	Proposed September 2018	Comments
Sports Hall Adult Rate	£ 31.00	£ 35.00	
Sports Hall Hire Off Peak (9pm – 10pm)	Not available	£ 25.00	
Sports Hall U16s Rate	£ 23.00	£ 30.00	
Astro Turf – Half Pitch	£ 22.00	£ 25.00	
Astro Turf – Full Pitch	£ 45.00	£ 45.00	
The Gym	£ 17.50	£ 20.00	
The Gym – Off peak	Not available	£ 15.00	
Main Hall	£300 per day	£ 300.00	By negotiation
Classrooms	£12.50 per hour	£ 15.00	By negotiation
Use of Dining areas	£20.00 per hour	£ 20.00	By negotiation – no use of catering equipment permitted
Confernce Room	£20.00 per hour £70 .00 per full day (8am – 4pm)	£ 20.00 per hour £ 70.00 per full day (8am – 4pm)	

### Exceptions:

**Sports Hall Block Bookings paid in advance Subject to 10% discount. Guaranteed slot Paid for regardless of attendance. (Payments in advance for a block of 10 lettings.)**

**Staff and Governors:** The hire the School facilities at a discounted rate of cost less 10%

**Ken Steele Badminton:** Offered at staff rate of £15 per hour due to coaching provided to the school – gym only.

**Redgate Clayton:** Offered a 10% on standard rates (Not applied to any lettings in the sportshall)

**Stoke City:** Offered a 10% reduction on standard Astroturf rates.

### School Fund on line payment transaction fee:

Trips up to the value of £30.00 - 60p

Trips over the value of £30.00 - £1.50

Trips over the value of £300.00 - £3.60

### Notes for the South Newcastle Federation:

An additional £15 per hour will be charged to all groups who wish to operate outside our usual business and school hours

**Governors:** Members of the governing body can hire the School Facilities for a discounted rate of 10% from the listed price.

Appendix 2 – Newcastle Academy

Facility	September 2017	Proposed September 2018	Comments
Sports Hall Peak	£28.00	£28.00	Adult: No Heating
Sports Hall Peak	£30.00	£30.00	Adult: Heating Requested
Sports Hall Peak	£22.00	£22.00	Juniors
Sports Hall Including Cricket nets (1)	£29.00	£29.00	
Sports Hall Hire Off Peak	£22.00	£22.00	Weekday 5-6, 8-9
Astroturf Evenings April to Sept	£13.00	£13.00	Half Pitch – all sports
Astroturf (Weekend usage)	£26.00	£26.00	Full Pitch – all sports
Main Assembly Hall (Hall 1)	£30.00	£30.00	By Negotiation £300 per day
Cardio Gym			Free of charge staff usage.
Stage	£11.00	£11.00	
Classroom	£15.00	£15.00	By Negotiation – reduction for educational courses applies
Table Tennis	£5.00 + Hall Hire	£5.00 external area (+ Hall Hire if applicable)	Per table
Badminton	£28.00	£28.00	Full Sports Hall No nets supplied
Tennis	£28.00	£28.00	
Netball Courts (outdoor)	£7.50	£ 7.50	
Grass Football pitch (full size)	£15.00	£15.00	One off Letting if available
Grass Football pitch (mini)	£220.00	£220.00	
Little Stars Building			Service occupancy Agreement applies
Caretakers property			Service occupancy Agreement applies
Trust Conference Room		£ 15.00	Cost excludes refreshments – charged at £1 per person

Exceptions:

Sports Hall Block Bookings paid in advance Subject to 10% discount. Guaranteed slot Paid for regardless of attendance. Paid in advance for a block of 10 lettings.

Summer Reductions: June to August. Temporary costs for new Client offers. All prices offered at an introductory rate of 25% discount on charges stated within this policy. This agreement ceases on 31<sup>st</sup> August Annually

**Staff and Governors:** The hire the School facilities at a discounted rate of cost less 10%

**QTC Bowling Group:** Charge of £30 per 2 hour session Thursday afternoon depending on availability

**North Staffordshire Woodcarvers:** Woodwork room hire charged at 50% reduction of classroom facility costs

**Existing Customers that have reservations booked in 2018 and plan to return in September.**

**All charges are to be applied to all new customers that apply to the school after May 2018.**

**Customers that have already reserved their slots will retain their current price until the end of their agreement end of April 2019.**

### **Grass Pitch Hire Newcastle Academy - Gallowstree Lane**

Payment is required in full and in advance at application stage. A refundable deposit is required for the key to the sports field gates. This will be refunded when the key is returned at the end of the agreement.

Session	Period	Charge
Sat/Sun Morning/ Afternoon SHARED	September to April (30 Lettings)	£225
Sat/Sun Morning/ Afternoon EXCLUSIVE	September to April (30 Lettings)	£380
Saturday Morning Summer	May to August (4 months)	£100
Sunday Morning Summer	May to August (4 months)	£100
Monday Evenings	May to September (5 months)	£100
Tuesday Evenings	May to September (5 months)	£100
Wednesday Evenings	May to September (5 months)	£100
Thursday Evenings	May to September (5months)	£100
Friday Evenings	May to September (5months)	£100

Appendix 3 –Sir Thomas Boughey Academy

Facility	September 2017	Proposed September 2018	Comments
Sports Hall Peak	£70 (2 Evenings 7-9)	£28.00	Adult: No Heating
Sports Hall Peak		£30.00	Adult: Heating Requested
Sports Hall Peak		£22.00	Juniors
Sports Hall Hire Off Peak		£22.00	Weekday 5-6, 8-9
Main Assembly Hall (Hall 1)		£30.00	By Negotiation £300 per day
Cardio Gym			Free of charge staff usage.
Stage		£11.00	
Classroom		£15.00	By Negotiation – reduction for educational courses applies
Badminton		£28.00	Full Sports Hall No nets supplied
Tennis		£28.00	
Netball Courts (outdoor)		£ 7.50	
Grass Football pitch (full size)		£15.00	One off Letting if available
Grass Football pitch (mini)		£220.00	
Conference Room		£ 15.00	Cost excludes refreshments

**Exceptions:**

Sports Hall Block Bookings paid in advance Subject to 10% discount. Guaranteed slot Paid for regardless of attendance. Paid in advance for a block of 10 lettings.

**Audley Cricket Club letting:** cost by negotiation for students of United Endeavour Trust.

**Staff and Governors:** The hire the School facilities at a discounted rate of cost less 10%

**Long term Badminton Group** Used the sports hall Tuesday and Thursday 7-9 – long term hire discount to apply

**Grass Pitch Hire Sir Thomas Boughey Academy:**

Payment is required in full and in advance at application stage.

Session	Period	Charge
Sat Morning SHARED	September to April (30 Lettings)	£225
Sat Morning EXCLUSIVE	September to April (30 Lettings)	£380
Saturday Morning Summer	May to August (4 months)	£100
Sunday Morning Summer	May to August (4 months)	£100
Monday Evenings	May to September (5 months)	£100
Tuesday Evenings	May to September (5 months)	£100
Wednesday Evenings	May to September (5 months)	£100
Thursday Evenings	May to September (5months)	£100
Friday Evenings	May to September (5months)	£100

Appendix 4: Reprographics Charges for the South Newcastle Federation & Sir Thomas Boughey Academy

The costs levied to external bodies by the **Reprographics** department are:

Paper/Card	Description	Quantity	Charge
Paper	A4 White	Ream	At cost plus 10%
	A4 Coloured	Ream	At cost plus 10%
	A3 White	Ream	At cost plus 10%
	A3 Coloured	Ream	At cost plus 10%
Card	A4	250 sheets	At cost plus 10%

Photocopying	Quantity	Charge
Photocopier	Per copy – Black & White	5p
Photocopier	Per copy - Colour	10p

Laminating	Description	Quantity	Charge
	A3	Per pouch	22p
	A4	Per pouch	11p
	A5	Per pouch	11p
	A6	Per pouch	22p
	A7	Per pouch	11p

Envelopes	Description	Quantity	Charge
Self seal	D1	Pk 500	At cost plus 10%
	C5	Pk 500	At cost plus 10%
	C4	Pk 500	At cost plus 10%

Appendix 5: Reprographics Charges for the South Newcastle Federation & Sir Thomas Boughey Academy  
 The costs levied to internal bodies by the **Reprographics** department are:

Paper/Card	Description	Quantity	Charge
Paper	A4 White	Ream	At Cost
	A4 Coloured	Ream	At Cost
	A3 White	Ream	At Cost
	A3 Coloured	Ream	At Cost
Card	A4	250 sheets	At Cost

Photocopying	Quantity	A4	A3
Photocopier	Per copy – Black & White	1.4p	2.0p
Photocopier	Per copy - Colour	4.1p	4.7p

Laminating	Description	Quantity	Charge
	A3	Per pouch	20p
	A4	Per pouch	10p
	A5	Per pouch	10p
	A6	Per pouch	20p
	A7	Per pouch	10p

Envelopes	Description	Quantity	Charge
Self seal	D1	Pk 500	At Cost
	C5	Pk 500	At Cost
	C4	Pk 500	At Cost

## EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

Equality Impact Assessment of UET Policy						
Title of Policy	Charging and Remissions Policy					
PART 1	Positive Impact – reducing inequalities					
<p><i>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</i></p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy &amp; Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i></p>	<p><b>How is the policy likely to have a <u>significant positive impact</u> on equality by reducing inequalities that already exist?</b> This policy ensures that all members of the community have access to clearly stated levels of charging for use of facilities and resources provided. Some differences by group recognise discounts for close associates or employees of the federation.</p> <p><b>Could the policy have a <u>significant negative impact</u> on equality in relation to each of the following groups or characteristics?</b> No – this policy ensure a consistent process for charges and remissions. Failure to follow due process could result in a negative impact.</p>					
Characteristics Indicate areas of likely impact ☒	Promote equal opportunities	Get rid of discrimination	Get rid of harassment	Promote good community relations	Promote positive attitudes	Promote/ protect human rights
D	☒	☒		☒	☒	☒
GA	☒	☒		☒	☒	☒
P	☒	☒		☒	☒	☒
R	☒	☒		☒	☒	☒
R/B	☒	☒		☒	☒	☒
S	☒	☒		☒	☒	☒
SO	☒	☒		☒	☒	☒
A	☒	☒		☒	☒	☒
M/CP	☒	☒		☒	☒	☒
Equality Impact Assessment of DMCS Policy	Records					
Name of person responsible for policy	Trust Director					
Date of EIA of Policy	June 2018					

*A = Age, M/CP = Marriage and Civil Partnerships –applies in respect of employment framework policies*

Equality Impact Assessment of UET Policy	Evidence
<b>PART 2</b>	
<p><i>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</i></p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy &amp; Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i></p>	<p><b>What is the evidence for your answers above? (list any quantitative and qualitative)</b></p> <p>All charges and remissions are documented using standard forms and retained as a central record. Information is provided made to the Governing body and MAT Board which quantify sums generated against activity.</p>

Equality Impact Assessment of UET Policy	Conclusion
<b>PART 3</b>	
<b>Summary of findings</b>	Current procedures meet statutory requirements and are fully maintained.

Equality Impact Assessment of UET Policy	Next steps		
<b>PART 4</b>			
<b>Category</b>	<b>Actions</b>	<b>Target Date</b>	<b>Person responsible</b>
<b>Next Steps – Action Plan</b>			
<b>Practical changes required to reduce adverse impact</b>	None required		
<b>Monitoring and evaluation and Review (publish revised policy)</b>	Biennial report to Governing Body/ MAT Board	June 2018	Trust Director