

# **SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**



## **CHARGING AND REMISSIONS POLICY**

# SIR GRAHAM BALFOUR POLICIES AND PROCEDURES

## CHANGE CONTROL

Date	Issue	Details of change
07.02.2017	0.a	Initial Draft
28.03.2017	1.0	Changes agreed and policy approved at Trust Board Meeting
20.06.2018	1.a	Updated following review by SGB MAT Finance, Premises and Health and Safety Committee
03.07.2018	2.0	Changes agreed and policy approved at Trust Board Meeting
03.04.2019	3.0	Changes agreed and policy approved at Trust Board Meeting
01.04.2020	3.0	No changes made and policy approved at Trust Board <i>(Meeting deferred due to COVID restrictions)</i>
March 2021	3.a	Minor amendment
24.03.2021	4.0	Changes agreed and policy approved at Trust Board Meeting

Next Review	March 2022
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## AUTHORISATION

Approved at Trust Board Meeting held on 24<sup>th</sup> March 2021.

Signed:



27/4/2021

Chair of Board

Date

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## **Charging and Remissions Policy**

### **INTRODUCTION**

The Governing Body of any school can only charge for school activities as set out in the Education Act 1996: Sections 449-462 and any such charges may only be levied if there is an appropriate Charging and Remissions Policy in place. This document has been generated to meet that requirement.

The document also specifies charges applicable to services available for third party purchase or use by school staff for personal non school activities.

### **AIM**

The aim of this policy is to detail the methodology of Sir Graham Balfour Multi-academy Trust (SGB MAT) when charging for activities and, where appropriate, detail the charges that may be incurred.

### **KEY ELEMENTS**

#### **DEFINITIONS**

##### **SCHOOL HOURS**

In this document School Hours are defined as follows and do not include the break in the middle of the day.

##### **Morning (4 Hours 40 Minutes)**

8:50 Period 1  
9:50 Period 2  
10:50 Period 3  
11:15 Break  
11:30 Period 4  
12:30 Period 5  
13:30 End of Morning Session

##### **Afternoon (1 Hour)**

14:10 Period 6  
15:10 End of Afternoon Session

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## **DURING or OUTSIDE SCHOOL HOURS**

### **Non-Residential**

If a non-residential activity takes place, partly during and partly outside of school hours, and more than 50% of the time spent occurs during school hours, the activity is deemed to be taking place entirely in school hours and no charge may be made.

Time spent on travel only counts as being during school hours if the travel takes place during school hours.

If an activity involves travel before and after normal school hours and the time spent at the destination falls mainly within school hours the activity is considered as taking place in school time and a voluntary contribution may be requested.

If an activity involves leaving school an hour or so earlier than the end of the school day and goes on until quite late in the evening the activity will be considered as taking place outside of school time and a charge may be made.

### **Residential**

Special rules apply for residential activities. Each school day is divided into two sessions and each 24 hour period is divided into two half days beginning at noon and midnight.

An activity is considered to fall within school time if the number of school sessions missed by the students amounts to half or more of the number of half-days taken up by the activity.

If fifty percent or more of a half-day is spent on a residential trip the whole of that half-day is considered as spent on the activity.

On this basis, a term-time trip from noon on Wednesday to 9 pm Sunday would be counted as taking place in school time as it lasts nine half-days and includes five school sessions.

An activity from noon Thursday to 9 pm Sunday would be counted as taking place outside school time as it lasts seven half-days and includes three school sessions.

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## **ACTIVITIES NOT RUN BY THE SCHOOL**

If an organisation acting independently of the school arranges an activity to take place during school hours the organisation may apply a charge. If parents wish their children to participate in any such activity they must ask the school to agree to their children being absent in the same manner as if they wished to take their children out of school for a family holiday.

Where an activity organised by a third party and approved by the school is educational, or is supervised by someone authorised by the school, then it will be treated as if it were provided by the school and treated accordingly from a charging aspect.

## **BACKGROUND**

Education provided during school hours, including material, equipment and transport provided in school hours by the school carrying students between the school and an activity, must be provided free of charge.

The school will, however, charge for:

- Optional, extra activities provided mainly or wholly outside of school hours as long as such activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.
- Materials, where parents wish the students to own the materials.
- Other activities that happen outside of school hours if parents agree to pay.

and in the circumstances detailed below for the following:

- Residential Activities
- Musical Instrument Tuition
- Public examination entry fees
- Transport in the school minibus

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## **VOLUNTARY CONTRIBUTIONS**

The school will also invite voluntary contributions from parents or others if it wishes to run an activity mainly or wholly during the school day for which it would require additional funding. However, no student should be excluded from such an activity because his or her parent cannot or will not contribute. When inviting voluntary contributions for an activity, parents will be advised of the following, as appropriate:

- The activity cannot take place without some help from them.
- If there are insufficient voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

## **CHARGES**

### **STUDENT RELATED**

Where charges are made they will be based on the cost to fund the activity with no profit to the school with the cost for an individual student being calculated on the basis that all students participating in the activity will be contributing.

### **Residential Activities**

If a residential activity takes place largely during school time, meets the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge will be made for either the education or for the cost of travel. However, charges will be made for board and lodging, except for students whose parents are receiving:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income assessed by Her Majesty's Revenue and Customs, that does not exceed the published figure for the then current tax year)
- The guaranteed element of State Pension Credit
- Universal Credit

All parents will be advised of their rights to claim free activities if they are receiving these benefits.

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## **Musical Instrument Tuition**

All students are entitled to instrumental lessons with payment being governed as follows:

- **Charges will not be made:**
  - Where instrument tuition forms an essential part of either the national curriculum or a public examination syllabus being followed by a pupil.
  - For students who are looked after by the LA under s.22(1) of the Children Act 1989.
- **Charges may be made for instrumental or vocal tuition provided either individually or to a group of any size provided that the tuition is provided at the request of the students parents.**
- **Where charges are made the following will apply:**
  - A charge of £225 per Academic Year, payable during the autumn term, will be made for Instrumental lessons for 2021/22 subject to annual review.
  - Students who give up tuition during the year will only be entitled to a refund where the school is able to secure a replacement student or a revision of the contract with the music tuition service.
  - Students eligible for free school meals will receive up to 100% reduction.
  - Assistance from the Endowment Charity will be considered for those who request it.

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## **Public Examinations**

### **Entry Fees**

Charges will be made for student entry for public examinations that are set out in Regulations in the following circumstances:

- The examination is not on the set list but the school arranged for the pupil to take it.
- The examination is on the set list but the student was not prepared for it by their SGB MAT school.
- A student fails without good reason to complete the requirement of any public examination where the governing body or the local authority originally paid or agreed to pay the entry fee.

### **Re-Sit Fees**

Charges will be applied in the following circumstances:

- All KS5 re-sits.
- All KS4 re-sits when a student has already achieved their forecast grade.

### **Other Costs**

Charges will be made for tuition and other costs if a student is prepared outside of school hours for an examination that is not set out in Regulations.

### **Transport in School Minibus**

Charges are only made for use of the school minibus in the following instances:

- Optional, extra activities provided mainly or wholly outside of school hours where such activities are not a necessary part of the national curriculum and do not form part of the school's basic curriculum for religious education.
- Other activities that happen outside of school hours if parents agree to pay.
- Where voluntary contributions have been invited to run an activity mainly or wholly during the school day for which additional funding is required.



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## NON STUDENT RELATED

### Private Telephone Calls

Brief, necessary calls will be free of charge.

### Private Photocopying and Laser Printing

The following charges will apply irrespective of document size up to A3 maximum:

Black and White	8p per copy
Colour	12p per copy

At the discretion of the SGB MAT Business Manager large volumes may attract a slightly reduced charge.

### Laminating

A charge of 10p per sheet will be made for up to a maximum of A3.

### Binding

Charges for document binding will be:

Comb binding - price on Application

### Minibus Charges

Rates of hire:

Hourly	£5.00
Half Day or evening	£15.00
Daily	£30.00
Weekly	£190.00

+ 25p per mile.

Proof that appropriate vehicle, passenger and contents insurance is in place, provision of which will be the responsibility of the hirer, will be required before release of the vehicle to the hirer.

If at the end of the hire period the vehicle is returned with less fuel than was provided at commencement of the hire the hirer will be charged for the shortfall at the then current rate.

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At the MAT's discretion, voluntary organisations helping local children and the community will be charged at a rate per mile, to cover fuel costs only.

### **Lettings**

Daytime use of teaching rooms by external agencies will be charged at:

Hall	£30 per hour
Other classrooms, (including the Conference Room)	£20 per hour

and, if required, the following may be provided at an additional cost of:

Tea, Coffee and biscuits	-	£2.00 per person
TV	-	£2.00 per hour
OHP/Laptop	-	£1.00 per hour
Multimedia Projector	-	£5.00 per hour

### **Other Charges**

Where items are purchased specifically for students to purchase for their own personal use e.g. revision guides, arts materials, memory sticks, etc., such items will be sold on at their cost to the school.

### **MONITORING and EVALUATION**

The SGB MAT Finance, Premises and Health and Safety Committee will formally review this policy annually or more frequently if circumstances or legislation suggest it appropriate.