

## APPENDIX 4.1

### CHARGING POLICY

#### Charges for Academy Activities

The Education Reform Act 1988 clarifies the activities for which charges can be made or voluntary contributions sought.

The Act gives LAs and schools and academies the discretion to charge for optional activities provided wholly or mainly out of Academy hours, and the right to invite voluntary contributions for the benefit of the Academy or in support of any activity organised by the Academy whether during or outside Academy hours.

As from September annually the Board of Trustees will operate the following policy on charges and contributions for Academy activities where such activities involve additional expenditure.

#### Charges

The Academy will charge in the following circumstances allowed by the Act:

- (a) The provision of music tuition given to pupils as individuals or in groups of up to four **except** where it is given to fulfil:

- statutory duties relating to the National Curriculum or
- requirements specified in the syllabus for a public exam.

- (b) Ingredients and materials for cooking and CDT (Craft, Design and Technology):

Materials will be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own the finished product.

- (c) Activities which take place wholly or mainly outside Academy hours and which are not a statutory part of the National Curriculum: eg outings, visits, cricket coaching, cycling courses.

Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

- (d) Activities which involve pupils in nights away from home:

Charges will be made for board and lodging. Families receiving Income Support or Working Family Tax Credit will be exempt from board and lodging charges.

Charges must **not exceed actual cost** otherwise there may be VAT implications.

## **Voluntary Contributions**

Voluntary contributions will be sought from parents for activities which supplement the normal Academy curriculum, eg outings and visits which take place wholly or mainly during Academy hours; visits to the Academy by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- (i) there is no obligation to contribute
- (ii) pupils will not be treated differently according to whether or not their parents have made a contribution
- (iii) the proposed activity may not take place unless a substantial majority of parents contribute
- (iv) a suggested amount for a contribution to cover costs.

## **Swimming**

The academy organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers to cover the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **Remission**

It is the policy of the Board of Trustees:

- to remit charges for Academy activities to parents in receipt of income support and working family tax credit who had been unable to give a donation
- to look at individual cases where parents have been unable to give a donation
- to agree how to fund shortfalls for activities.

## **Other Charges**

### *Private Photocopying/Telephone Calls*

The Board of Trustees should agree a charge to be levied for private photocopying (per copy) and telephone calls (per call). These will be subject to VAT regulations. These charges are to be reviewed annually.

### *Income from Sales - Non-profit Making*

Some goods may be purchased through the Academy for the convenience of parents, pupils or teachers. The Academy will not seek to make a profit from these sales. Goods in this category include Academy clothing, books, book bags, recorders, etc.

### *Income from Sales - Profit Making*

Some goods will be sold through the Academy with the intention of making a profit and thus raising money for the Academy, PTA or other charity. Goods in this category include Academy photographs, bring and buy items, etc. which may be subject to VAT.

#### *Income from Donations*

From time to time the Academy will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

#### *Income from Lettings*

The Finance Committee annually review and set charges made for use of Academy premises. The charges include actual caretaking costs, insurance and a premises charge.

The Finance Committee will endeavour to avoid charging the PFA for its activities in the Academy.

See Lettings Policy for further details - Appendix 4.2 and 4.3.

#### **Responsibilities**

Authority for day-to-day management of the policy is delegated to the Head teacher who will determine the costs of activities other than those set by the Board of Trustees.

The level of charges is a matter for the Board of Trustees. It is recommended that all charges should include a reasonable element for overheads like electricity, heating, caretaker's overtime, etc. Other things to consider are whether the Academy aims to make a profit, to meet actual costs or to offer say lettings at a subsidy.

All staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.

The charging policy is reviewed annually by the Board of Trustees and should include updates for any **Extended Schools Services**.