



# Greater Manchester Academies Trust

## *Charging and Remissions Policy*

**Greater Manchester Academies Trust**

## Revision Information

<b>This document has been approved for operation within</b>	All Trust Establishments
<b>Date of last review</b>	November 2022
<b>Date of next review</b>	November 2023
<b>Review Period</b>	Annually, or where they have been material changes to the relevant courses of business
<b>Date of Trustee Approval</b>	13 <sup>th</sup> December 2022
<b>Status</b>	Approved
<b>Person Responsible for Policy</b>	Chief Financial Officer / Academy Headteachers
<b>Owner</b>	Greater Manchester Academies Trust
<b>Signature of Approval</b>	<i>Signed copy on file</i>

## Revision History

Review Date	Changes Made	By Whom

**Equality Statement:** Under the public sector equality duty (PSED), all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010. To advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented. Manchester Communication Primary Academy (part of Greater Manchester Academies Trust) regularly reviews all policies and procedures, which are recommended to schools/academies to ensure compliance with education and employment legislation including the Equality Act 2010.

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## 1. Introduction

This is the Charging and Remissions Policy of Greater Manchester Academies Trust, referred to throughout this Policy as the ‘Trust’. The academies in the Trust as at November 2022 are Manchester Communication Academy and Manchester Communication Primary Academy.

The Trust is committed to providing a high quality of education and experience, whilst ensuring that finance is never a barrier to pupils’ success. This Policy seeks to set out what the academies can charge for, what it can ask for donations for, and what it must provide for free.

Throughout the Policy, we apply the following definitions:

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

## 2. Policy links to risk management

This Policy has clear links to the Trust's Financial Control Policy, which is in place to mitigate further risks listed in the Trust's Risk Register:

<u>Risk ID</u>	<u>Potential Risk from Risk Register</u>
FIN002	Risk of inadequate financial reporting
FIN003	Risk of inadequate, independent and impartial scrutiny of the Trust's finances
FIN008	Risk of not achieving Value For Money
FIN010	Risk of inadequate financial systems
FIN012	Risk of payments made in error
GOV005	Risk of inaccurate, late, incomplete or irrelevant reporting to Trustees
GOV006	Risk of the Trust being utilised to make inappropriate transactions
OPS004	Risk of increased dependency on suppliers

The existence, review and adherence to the wider Financial Control Policy is a key control of the Trust with regards to risk management. The Trust has defined, in its risk strategy, a key control to be any control that is in place to mitigate more than one identified risk contained in the Trust's Risk Register.

## 3. Aims and objectives

The **principal objective** of the Policy is to protect our learners, our staff, trustees and governors, and our assets.

The Policy has other objectives as follows:

- To ensure the Trust is fully compliant with the requirements of the Academy Trust Handbook
- To articulate the processes and procedures with regards to charging and remissions
- To ensure that parents, guardians and carers are fully aware of support available to them when contributions are being asked for.

## 4. Charging and Remissions

As at November 2022, this section of the Policy relates to Manchester Communication Academy (MCA) and Manchester Communication Primary Academy (MCPA).

### 4.1 Roles and Responsibilities

#### The Academy Local Governing Bodies (LGB)

Each academy has its own LGB, which has overall responsibility for monitoring the implementation of this Policy at academy level.

#### The Headteachers

The Headteacher of each academy is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

#### Staff

The Trust's staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the Headteacher of their academy of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

The Trust and academy senior leadership teams will provide staff with appropriate training in relation to this policy and its implementation, where applicable.

### **Parents, Guardians and Carers**

Parents, guardians and carers are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

## **4.2 Admissions**

There is no charge for admissions to the academies.

## **4.3 School meals**

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils or students who are not entitled to free school meals will be charged at the advertised amount. This will be paid in advance of taking the meals, via an electronic/online system.

## **4.4 Public examinations**

There is no charge for examinations that are part of the curriculum and on the set examinations list, where children have been prepared for the examinations by the academies.

## **4.5 Activities taking place during school hours**

*(This section does not include the break in the middle of the school day).*

There is no charge for activities during school hours except for music tuition (See Section 4.9). There is usually no charge for transport during school hours to school-organised activities.

The academies may charge for:

- Materials, books, instruments or equipment that the parent wishes their child to keep or own (the cost will be made clear to the parents before charge)
- Optional extras (see Section 4.6)
- Music or vocal tuition (see Section 4.9)
- Transport for some special trips, activities or excursions taking place during the day.

There may exist some trips, activities or excursions taking place during the day, where a contribution to transport is asked for. These will be determined by the Academy Headteacher and communicated well in advance. Any remissions which may apply will be as per Section 4.13.

## **4.6 Activities taking place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- Part of the set curriculum, including sports matches against other schools, colleges or academies
- Part of the syllabus for a public examination that the pupil is being prepared for by the academies

- Part of the academies' basic curriculum for religious education.

### Optional extras

The academies may charge for optional extras. Optional extras are:

- Education provided outside of school time that is not:
  - a) Part of the National Curriculum
  - b) Part of a syllabus for a prescribed public examination that the pupil or student is being prepared for at the academy
  - c) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academies
- Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (e.g. breakfast clubs, after school clubs, some holiday provision etc.).

### The cost of optional extras

The Academy Headteacher will decide when it is necessary to charge for optional activities, wherever possible they will be subsidised by the school, to reduce the overall cost for pupils, thus enabling access.

Families with more than one child in the same year group will be considered for an appropriate discount (15% each) to support their access to optional extras.

Any charge made in respect of individual pupils or students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating (the academies must not make a 'profit' from these activities). In no circumstances will there be an element of subsidy required by families for any other pupils to participate in the activity whose parents are unwilling or unable to pay the full charge (see Section 4.13).

When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra
- The costs of buildings and accommodation.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## 4.7 Activities taking place partly during school hours (either on or off site)

Where most of a non-residential activity takes place during school hours, the charging of the activity will be the same as is outlined in Section 4.5.

Travelling time is included in time spent on the activity if the travel itself occurs during school hours.

In cases where most of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case, the charging of the activity will be the same as is outlined in Section 4.6.

## 4.8 Residential activities

The academies will not charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit 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 religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Residential activities that take place during school hours.

The academies may charge for:

### Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost, and wherever financially possible for the school, be subsidised. Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost (see Section 4.13 for more guidance on remissions).

### Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### Activities

The academies may charge for residential activities that fall outside of school hours (see Section 4.6).

## 4.9 Music tuition within school hours

We follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges may be made** if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) or student(s).

The academy may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound

pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The academies will not charge** if the music tuition is part of the National Curriculum.

The academies are dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for a pupil or student who is looked after by a local authority. This includes instruments, music books and exam fees.

## 4.10 Extended services

Extended services are defined as provision which extends the school day, with the aim of providing childcare. This includes breakfast clubs before 8:30 and after school provision outside of the academies' universal ESA offer. This does not include trips, residential trips etc., which are covered in Section 4.6.

Both MCA and MCPA provide a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended school activities). Extended services enable our academies to provide:

- High-quality learning opportunities either side of the school day
- Ways of intervening early when children are at risk of low outcomes
- Ways of increasing pupil engagement
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

## 4.11 Refunds

Request for refunds for trips will be considered on an individual basis but may be rejected if the academy is unable to recoup the costs incurred. The reason for a child's non-attendance on a trip will not override this.

Parents must be notified that residential trip payments are non-refundable at the point of payment, this is because the payments to providers are non-refundable.

The academies reserve the right not to refund costs where a pupil or student is withdrawn from an activity by an academy because of a pupil's breach of the academies' Behaviour Policies.

## 4.12 Damage to property and breakages

Where Trust or academy property has been wilfully or recklessly damaged by a pupil, student, parent, guardian or carer, the Trust or the academy may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the Academy Headteacher and will be dependent on the situation.

## 4.13 Remissions and concessions

The academies may consider the remission of charges to parents or carers who receive any of the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,480)
- Support under Part 4 of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on
- Income related Employment and Support Allowance
- Universal Credit.

Children of families who receive these payments are also entitled to free school meals. Parents, guardians or carers who are eligible for the remission of charges will be dealt with confidentially.

The Academy Headteacher will authorise the remission of charges with any precedents documented and retained for future reference.

The academies may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Academy Headteacher.

The academies may remit other charges in full or in part to other parents, guardians or carers after considering other specific hardship cases. The Academy Headteacher invites parents, guardians or carers to apply, in the strictest confidence, for the remission of charges in part or in full.

The Academy Headteacher will authorise remission, in consultation with the Chair of the Academy LGB or the Trust's Executive Principal, if it is felt necessary.

## 4.14 Voluntary contributions

The academies may ask for voluntary contributions to the academy for general funds and/or to fund activities that will enrich the education or wider provision to pupils and students.

This may include fundraising for charities or the school fund.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents, guardians or carers by the academy. If the activity is cancelled all monies paid will be returned.

There is no obligation for a parent or carer to make any contribution and the academy will in no way pressure parents to contribute.

#### **4.15 Inability or unwillingness to pay**

The academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it may be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

#### **4.16 Complaints**

Any complaints about the implementation of this Policy or any decisions taken in line with the Policy will be considered as per the contents of the Trust's Complaints Policy.

### **5. Date of next review**

The Policy must next be reviewed and signed off by the GMAT Board of Trustees the sooner of November 2023, or when there have been material changes to the relevant courses of business.