

# ROTHWELL VICTORIA PRIMARY LEARNING PARTNERSHIP

## Montsaye Community Learning Partnership

### Charging Policy

March 2017

Every Child Matters

Enjoy and  
Achieve



Be Healthy

Make a  
Positive

Be Safe

Achieve  
Economic  
Wellbeing

Rothwell Victoria Infant School



CARE SHARE

HELP SMILE



Montsaye Community  
Learning Partnership

## **Annual review of Charges**

All charges levied will be subject to annual review by the Trust usually to coincide with the release of revised charging guidance. All charges will reflect the cost of the goods/service provided.

### **What may be charged for?**

Charges that may be made by the Trust are in accordance with the regulations set out in the Academies Financial Handbook and the Trust's Master and Supplemental Funding Agreements and are subject to review and approval by the Trust Board:

#### **Charging for Student Education/Activities:**

The Trust will agree the level of charges for education/activities on the basis that the trip/activity organiser has met the cost of the event and that this is checked and authorised by a member of the senior management team at the academy/school. The following are examples:

- Music tuition fees will be charged for students having peripatetic music instruction (see below)
- Residential education and trips
- Materials or ingredients required for practical subjects such as Design Technology where parents have indicated that they wish the finished product to be owned by either them or the child
- Academy uniform
- Academy property damaged or defaced by a student

#### **Charging for Facilities/Activities:**

The Trust will agree the charges levied for use of trust facilities annually and will observe:

- Charges made for lettings will be based on the guidance provided in the NCC guidance for lettings with any amendments approved by the Trust in light of local conditions.
- Charges will ensure that the cost of energy, premises staff time and wear and tear on the building are reasonably covered
- A block booking of ten or more consecutive sessions will be exempt from VAT

#### **Private Hire**

- A non returnable deposit of 25% of the hire charge is required to secure the booking

- Advance payment for booking the use of trust facilities will be required one week prior to the booking taking place as laid out in the academy terms and conditions of hire
- All charges for private hire will be quoted on the 'Application for Private Hire Form' which will be completed and signed by the hirer as acceptance of charge

## **Youth Groups**

- The Trust can make reduced charges for youth and community groups at their discretion
- Registration numbers of youth groups affiliated to the county council must be quoted on the 'Application for the Hire of Education Premises Form'
- A reduction of fifty percent of the LA advised charge may be made for recognised youth groups with a further 10% reduction for a block booking

## **Statutory Remissions**

The Trust will remit all/part board and lodgings charges for residential activities which take place during term time for students whose parents/guardians are in receipt of Income Support or other current welfare benefits, at the organisers' discretion.

The Trust will exempt students from peripatetic music fees who are:

- Have been formally assessed and confirmed as entitled to free school meals or other welfare benefits

## **Recovering Costs**

The Trust has the right to seek to recover the following costs from parents/guardians:

- Examination fees when the student, without good reason, fails to either sit the examination, or to complete the necessary requirements for the examination. A good reason would include e.g. protracted illness; particular family difficulties; or any circumstances beyond the control of the student which prevents attendance on the day of the examination. This applies to the secondary academy only.

## **Freedom of Information Act**

A single copy of any standard information, which we define as documents routinely handled through the trust, requested via the Freedom of Information Act will be provided free of charge. The enquirer will be provided with information about any charges to be incurred in complying with a request in other circumstances. This will be the actual cost meeting the request. Information will be released once payment has been received. Any request for information which exceeds the financial limit set by the Act is subject to an exemption.

## **Voluntary Contributions**

The Trust may seek voluntary contributions from parents/guardians for the benefit of the Trust in support of any Trust activity/trip. These contributions are voluntary with no obligation on the parents/guardians to contribute. In the event that insufficient trip money is collected, the trip will be cancelled

## **A Guide to Charging**

The principles:

- No charges will be made for statutory education in normal academy hours
- Charging is never a statutory requirement
- No charge can be made for admission to the school/academy
- No charge can be made for entry to any statutory public examination for which the student has been prepared at the secondary academy, except where the student fails, without good reason, to meet the requirements of the examination
- If a charge is permissible and is made, parents/guardians must be made aware of the charge in advance
- No charge can be made for books, materials, instruments, equipment or incidental transport for use in connection with education during normal school hours or within the national curriculum.
- Voluntary contributions may be asked for in connection with any visits/activities in or out of normal academy hours. No student can be excluded on the basis that a contribution has not been made.
- Recovery of costs of breakages, damage, defacement and fines (i.e. Library) is permitted
- In accordance with financial regulations VAT will not be charged on block bookings

## **Rothwell Victoria Nursery Charges**

Any charges relating to the Nursery provision at Rothwell Victoria Infant school are outlined in the Nursery Admission Policy.