



## Charging and Remissions Policy

<b>Approved by:</b>	Finance, Premises & Personnel
<b>Last Review Date:</b>	November 2022
<b>Next Review Date:</b>	September 2023

## Introduction

Everton Free School & Football College recognise the valuable contribution that a wide range of additional activities including clubs, trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. In planning these activities, Everton Free School & Football College will take into account the expense which may be incurred both by Everton Free School & Football College and parents/carers.

## Related Documents/Resources

**Refer to DFE Guidance:** Charging for School Activities October 2014

## Roles and Responsibilities

The Principal and the Governing Body are responsible for the consistent and fair operation of this Policy and for ensuring its regular review against best practice and statutory requirements.

## Charging Policy

Charges will not be made to parents/carers for admission to Everton Free School & Football College for:

- Admission to Everton Free School & Football College
- Education that takes place during officially recognised School hours (see below)
- Activities relating specifically to Everton Free School & Football College Curriculum
- Entrance fees for prescribed examinations if the student has been prepared for it at the school
- Where there are a large number of candidates with results that are unsatisfactory in a specific subject, and the Principal supports the request, Everton Free School & Football College will pay for an appeal to exam boards.
- Transport costs during Everton Free School & Football College hours (but see 'Voluntary Contributions')
- Everton Free School & Football College equipment, materials, facilities, etc.
- Activities or visits taking place wholly or mainly during Everton Free School & Football College hours (i.e. at least 50% Everton Free School & Football College time) education which relates to:
  - syllabuses for prescribed examinations
  - musical tuition if it forms part of the curriculum or a prescribed syllabus

Charging will be permitted on a full cost basis, unless otherwise stated, for the following activities:

- Board and lodging on residential visits.
- Individual or small group tuition in the playing of a musical instrument, whether in or out of Everton Free School & Football College time
- Activities which take place wholly or mainly outside of Everton Free School & Football College hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum
- Entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside hours
- Re-sits of prescribed public examinations where no further preparation has been provided by Everton Free School & Football College
- Entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student
  - if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination
  - if, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which Everton Free School & Football College has paid an entry fee, the Governing Body may seek to recover the fee from the parent
  - there may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by Everton Free School & Football College
- Ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product
- Breakages caused by students (full or partial recovery at Everton Free School & Football College's discretion). A charge is unlikely to be made for accidental breakage, unless the

student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by Everton Free School and Football College

- Everton Free School & Football College will charge an administrative fee for certification of passports, driving licences, confirmation of examination results, photocopying etc.

All communications with parents/carers concerning charges will be clear around the reason for the charge, and the process for making payment. In all cases, the charge and process for payment will be non-discriminatory.

## Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for:

- Any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- Any residential visits outside Everton Free School & Football College time which are covered by the following criteria, where the education is provided:
  - To fulfil any requirements specified in the syllabus for a prescribed public examination
  - The costs of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

The current qualifying state benefits are set out in the DfE guidance “Charging for school activities” (October 2014) and include Universal Credit, Income Support, Jobseeker Allowance, Child Tax Credits, State Pension Credit and the Income Related Employment and Support Allowance.

## Insurance

Any insurance costs will be included in charges made for trips or activities.

## Voluntary Contributions

Nothing in this Policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against and that if insufficient contributions are received the trip may be cancelled.

## Charging for Letting of the School Premises

The governing board is responsible for determining charges for the letting of the school premises, a charge may be imposed to cover the following:

- Costs of services (e.g. heating and lighting)
- Costs of staffing, including “on-costs” (e.g. additional security or caretaking)
- Costs of administration or Costs of wear and tear
- Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
- Costs of using the school’s equipment, if applicable
- Profit element, if applicable

In addition the following conditions will apply:

- Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.
- The charge issued for each letting will be reviewed annually by the governing board.
- The review of charges will take place in the Spring term, for implementation in the beginning of the next financial year, taking effect from 1 April that year.
- Current charges will be provided to the governing board in advance of any lettings being arranged.
- A charging tariff may be established to ensure that access is affordable for particular individuals and groups.
- The school requires a 10 percent deposit of the overall fee to be paid to the school to secure a booking.
- The remaining amount will be paid to the school on or before the requested booking date.
- Hirers will provide the school with at least five days' notice before cancelling a booking.
- If hirers fail to comply with cancellation terms, the school will keep the hirers deposit.
- If the whole fee has not been paid, the school reserves the right to refuse the hirer entry to the premises.
- In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid.
- There will be a grace period of 30 days for payment to be made, after this period, if a payment hasn't been made, the school will seek additional legal advice for payment to be recovered.

## VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

The following tariff will apply to all school lettings from November 2019.

Facility	Charges (per hour)	Charity Rate (per hour)
Atrium	£40.00	£20.00
Sports Hall	£35.00	£17.50
Dance Studio	£30.00	£15.00
Meeting Room(s)	£20.00	£12.50
Ground Floor IT Room	£25.00	£12.50
6 <sup>th</sup> Form Classroom	£20.00	£12.50
Standard Classroom	£18.00	£12.50
Specialist Classroom	£20.00	£12.50

\* Please note each letting will be subject to a minimum charge of £12.50.

## Monitoring, Evaluation and Review

The Principal will report the effectiveness of all policies as a regular feature of the termly updates to governors. It is expected that governors will challenge the School to ensure policies are relevant, up to date and implemented appropriately and consistently. This reporting will be informed through monitoring and evaluation on a regular basis by the Senior and/or Extended Leadership Team. Views of stakeholders will also be sought through on-going consultation events, questionnaires, team meetings, training and informal discussion. The review of policies will be embedded within the School's self-evaluation process and will be related to the strategic development plans of the School.

The review cycle will ensure that this policy is checked annually.

The effective monitoring of policies will involve each member of the Senior Leadership Team being allocated specific responsibility for reporting back the monitoring, evaluation and review of certain policies.

This policy is allocated to the Principal, Steven Baker, OBE.