



Manchester Communication Primary Academy

Charging and Remissions Policy

Manchester Communication Primary Academy

Revision Information

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1. Introduction

This Policy applies to Manchester Communication Primary Academy (MCPA), part of the Greater Manchester Academies Trust ('the Trust'). It is written in-line with the GMAT Charging and Remissions policy.

MCPA 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 academy can charge for, what it can ask for donations for, and what it must provide for free.

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 which is in place to mitigate more than one identified risk contained in the Trust's Risk Register.

3. Admissions

There is no charge for admissions.

4. School Meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils 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.

5. Public Examinations

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

6. 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 10).

There is no charge for transport during school hours to school-organised activities.

We 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 7)
- music or vocal tuition (see Section 10).

7. 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
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Optional extras

The school 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 is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- 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 etc.)

The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities, wherever possible they will be subsidised by the school to enable 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 will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required by pupils for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (see Section 14).

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.

8. 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 6.

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. So, 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 7.

9. Residential Activities

Our school 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.

Our school will 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 14 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 school may charge for residential activities that fall outside of school hours (see section 7).

10. Music Tuition Within School Hours

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

Charges will 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).

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

MCPA is 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 student who is looked after by a local authority. This includes instruments, music books and exam fees.

11. Extended Services

MCPA provides 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 school 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.

MCPA does not routinely charge for ESA, nor does it charge for breakfast club after 8:30am.

However, if Breakfast Club provision is made before 8:30am, it will be charged for at a cost of 50p per day.

At the time of writing this policy, MCPA does not operate an after-school care club. However, should such a club be founded, it would be charged as follows:

- Until 4:30pm (3:30 on a Friday) - £2 per day
- Until 5pm (4pm on a Friday) - £3 per day
- Until 5:30pm (4:30pm on a Friday) - £4 per day
- Refreshments would be provided, but this would not constitute a meal.
- Late collection fees for after school care club would be payable at £1 per 10 minutes late.
- All fees to be paid in advance.

12. Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

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

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's Behaviour Policy.

13. Damage to Property and Breakages

Where school property has been wilfully or recklessly damaged by a pupil, or parent the school 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 school has been charged, the school may charge some or all the cost to those responsible. Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

14. Remissions and Concessions

The school will consider the remission of charges to parents or carers who receive 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 £16,190)
- Support under part VI 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 who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher will authorise the remission of charges.

The school 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 Headteacher.

15. Voluntary Contributions

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education or wider provision.

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 by the school. If the activity is cancelled all monies paid will be returned to parents.

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

16. Inability or Unwillingness to Pay

MCPA 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.

17. Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.

18. Equality, Diversity and Inclusion

MCPA and the wider Trust is committed to complying with the Equality Act 2010 and is committed to the principles of equality and strives to ensure that everyone who wishes to be involved in our Trust whether as learners (and their parents/guardians), staff, trustees, governors or as a general member of the public:

- has a genuine and equal opportunity to do so without regard to their age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex and sexual orientation; and
- can be assured of an environment in which their rights, dignity and individual worth are respected without the threat of intimidation, victimisation, harassment, bullying or abuse.

Under the Public Sector Equality Duty (PSED), the Trust is required to have due regard to:

- the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
- the advancement of 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.
- review all of its policies and procedures, through consultation with its academies and institutes, to ensure compliance with education and employment legislation including the Equality Act 2010.

The Trust has an Equality and Diversity Policy which is monitored and review annually as a minimum.

MCPA's Charging and Remissions Policy does not and must not contradict the contents of the Equality and Diversity Policy.

19. Date of Next Review

The Policy must next be reviewed and signed off by the MCPA Local Governing Body the sooner of June 2024, or when there have been material changes to the relevant courses of business.