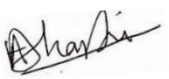
CHARGING & REMISSIONS POLICY

Date this policy takes effect:	Review frequency:	Date to review:	Date to be ratified:
12.9.23	Annually	CFO Autumn 2024	Operations Committee Autumn 2024
How will Trustees be assured this has been implemented?		Feedback from families and community users; scrutiny from audit and annual audit reports	
Signed:		Sash Hamidi (CEO)	
Signed:		Aliya Dhanji (CHAIR OF TRUSTEES)	
All policies are subject to change or review in light of Government guidance or when applied.			
This policy works alongside the following policies: *Late Collection Policy, School Lettings Policy, Trips, Academy Trust Handbook, Pupil Premium*			

THE PEGASUS PARTNERSHIP TRUST

"Children First"

Our Vision Statement

Within The Pegasus Partnership Trust, our vision and aims of education are underpinned by the UNICEF United Nations Conventions on the Rights of the Child (UNCRC).

We believe:

- All learning should be purposeful and experiential
- In learning values and skills for whatever the future brings
- We can be world changers

We are a PRIMARY MAT for PRIMARY SCHOOLS so every child's PRIMARY EXPERIENCE enables lifelong learning

This means we are committed to providing an education, for all children, that should develop their personality, talents and abilities to the full (article 29). We encourage a sense of community spirit, where children pastoral care and well-being underpins academic, co-curricular and sporting excellence. We aim to achieve this through an inspiring curriculum, that is child-centred (article 3), and extends child learning beyond the constraints of the classroom. We want to instil a life-long love of learning and equip children with skills that develop their independence, critical thinking, self-awareness, resilience and self-confidence.

Statement of intent

The Pegasus Partnership Trust aims to ensure that all personal data collected about staff, children, parents, those in governance, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. The academy may, from time to time, be required to share personal information about its staff or children with other organisations, mainly the LA, other schools and educational bodies, and potentially social services. This policy applies to all personal data, regardless of whether it is in paper or electronic format.

Safeguarding Statement

The Pegasus Partnership Trust respects and values all children and are committed to providing a caring, friendly and safe environment for all our children so they can learn, in a relaxed and secure atmosphere (article 31). We believe every child should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm (article 19). This is the responsibility of every adult employed by, or invited to deliver services to academies within the Trust. We recognise our responsibility to safeguard all who access school and promote the welfare of all our children by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

At The Pegasus Partnership Trust, we ensure equality of education and opportunity for all children, staff, parents and carers receiving services from the academy, irrespective of age, race, gender (re-assignment), disability (article 23), religion and belief (article 14), sexual orientation, marital/cohabiting status or socio-economic background (article 2). We develop a culture of inclusion and diversity in which all those connected to the academy feel proud of their identity and able to participate fully in academy life.

The achievement of children is monitored by race, gender and disability and we use this data to support children, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

This policy sets the expectation that all staff at The Pegasus Partnership Trust (the "Trust") see themselves as learners and therefore reflects their development as professionals.

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1.0 Aims

Our Trust aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some children from taking full advantage of these opportunities

2.0 Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

3.0 Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4.0 Roles and responsibilities

4.1 The Board of Trustees

The Board of Trustees has overall responsibility for approving the Charging and Remissions Policy, delegated to Operations Committee.

The Board of Trustees also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Central Team and Academy Leads.

4.2 CEO

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

4.3 Staff

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Academy Lead of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The Trust will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

Parents/Carers are expected to notify staff or the Academy Lead of any concerns or queries regarding the Charging and Remissions Policy.

5.0 Where charges cannot be made

Below we set out what we **cannot** charge for *(to be read in conjunction with section 6.0-8.0)*:

5.1 Education

- Admission applications
- Statutory Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provision provided outside school hours if it is part of:
    - The EYFS & National Curriculum
    - A syllabus for a prescribed public examination that the child is being prepared for at the school
    - Religious education
- Instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is provided as part of a service at the request of the child's parent

5.2 Transport

- Transporting registered children to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered children to other premises where the Trust has arranged for children to be educated
- Transport that enables a child to meet an examination requirement when he or she has been prepared for that examination at the academy
- Transport provided in connection with an educational visit

5.3 Residential visits

- 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 EYFS & National Curriculum
- A syllabus for a prescribed public examination that the child is being prepared for at the academy
- Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying children on a residential visit

6.0 Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, each academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the child is being prepared for at the academy
  - Religious education
- Examination entry fee(s) if the registered child has not been prepared for the examination(s) at the academy
- Transport (other than transport that is required to take the child to school or to other premises where the Trust has arranged for the child to be provided with education)
- Board and lodging for a child on a residential visit
- Extended day services offered to children (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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
- The cost of buildings and accommodation
- 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual children will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of children participating.

Any charge will not include an element of subsidy for any other children who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those children who do not wish to participate.

Parent/Carer agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Each academy can charge for vocal or instrumental tuition provided either individually or to groups of children, provided that the tuition is provided at the request of the child's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a child who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7.0 Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, each academy is able to ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.

Some activities for which the academy may ask parents/carers for voluntary contributions include:

- School trips, which enrich the curriculum and education experience of the children
- Workshops, performances and Curriculum Themed Days that take place in school

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit within 7 days of the event at the latest, then it will be cancelled.

8.0 Activities we charge for

The school will charge for the following activities. This list is not exhaustive:

- Breakfast & After School Club
- Visits to museums
- Local studies
- Visits to the theatre
- Musical events
- Workshops in school
- Residential Trips

8.1 Clubs in the Academy

Clubs before, during lunchtime and after school are most often run by teachers voluntarily giving their time. Each academy reserves the right to charge a nominal fee for participation in these activities.

Clubs run by external providers which take place on academy premises will set their own charges unless contracted under Service Level Agreement (SLA). Any queries regarding these activities must be taken up with the external providers and not with school. Charges for SLA provision will be set in line with an agreed SLA contract.

The school-based "Pegasus Club" is a service available to all children of parents/carers at the academies where it is run. Families may use childcare credits (This is an additional service beyond the school day and therefore is chargeable – details on the school website).

Prices for the service will be reviewed in April and communicated to the community to start the following September (one term notice).

Services provided by an external supplier will be subject to their own charging system.

Arrangements can be discussed with families entitled to Pupil Premium however funding is prioritised for academic improvement and tutoring/interventions.
https://www.priestmead.theppt.co.uk/pegasus-breakfast-afterschool-holiday-clubs/

8.2 Damaged or lost property

Lost items of clothing, such as school uniform, **cannot be refunded** by the academy however they will make every effort to help lost items to be found.

If a child **intentionally damages or defaces academy property,** a meeting will be held with parents/carers to discuss a fair resolution. This could result in a charge to replace or restore the damaged property.

Similarly, **the academy will not fund replacement or repairs of property** which has been damaged through an incident between children, between adults or between children and adults.

The academy **will not charge for accidental breakages** of school property, however deliberate or wilful acts which result in breakage or damage to academy property will be charged for at a rate appropriate to replacement costs. In such cases parents/ carers will be expected to pay for the replacement rather than the cost of the original.

8.3 Transport

For regular activities, the charges for each activity will be determined by the Board of Trustees and reviewed annually. Parents/Carers will be informed of the charges for the coming year in April each year.

8.4 Letting of Community Facilities

Covered in the Trust Lettings Policy

8.5 Extended School Provision

Extended provision by external providers, such as Sports Clubs etc., will have their own charging arrangements, agreed by the Head of Estates.

8.6 Pegasus Catering

ParentPay must be credited with sufficient funds to choose lunches as systems required. Details are available from the office and on the academy website. Where there is a change of home circumstances and children become entitled to free school meals or other government funding changes, it is the responsibility of the parent/carer to inform the academy as soon as possible to avoid overpaying money.

In cases where payment has already been received and a subsequent new claim for free school meals is backdated, **academy's will only reimburse one week's worth of payments.**

Any debt not paid within a month, will be followed up, and costs associated with any legal advice taken will also be charged to the parent/carer.

Prices for the service will be reviewed in April and communicated to the community to start the following September (one term notice).

Catering provided by an external supplier will be subject to their own charging system.

8.7 Late Collections
Details can be found in our Late Collection Policy.

8.8 Absence
If a child is unable to attend or participate through absence, **a refund will not be given** as the activity will still need to be paid for. This inc**ludes trips, workshops, residential trips, music lessons and before and after school activities**. **Deposits** for residential trips **and non-refundable**.

9.0 Staff Charging
Wherever a salary or expenses overpayment has occurred, the Board of Trustees will decide on a case-by-case basis on how the overpayment will be cleared e.g., repayment, working additional hours etc.

If staff lose or recklessly damage property which they have signed to look after such as iPads or work mobile phones, they will be **liable for the full and immediate replacement cost** which will be deducted from their next month's salary.

10.0 Remissions
In some circumstances, the academy may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Local Stakeholder Group and Trustees upon recommendation of the Academy Lead, and will depend on the activity in question.

10.1 Remissions for residential visits
Parents/carers who can prove they are in receipt of any of the following benefits will be subsidised from Trust funds for the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit, or have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if working, your net household income must be less than £7,400 a year (not including any benefits you get)

10.2 Remissions for Music Tuition

Parents/carers of a child who are in receipt of state benefits which would entitle their child to receive free school meals will be offered a reduced fee for their child/children to learn to play an instrument with lessons provided by a peripatetic music teacher. This discounted amount will be reviewed by the Board of Trustees annually and may be subject to change.

Please note that a child's absence will not mean a refund.

This is at the discretion of the Academy Lead for exceptional circumstances.

11. Monitoring arrangements

The Central & Finance Team monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the CFO and approved by the Operations Committee annually.