



Glenmoor & Winton Academies

High Achievement – High Standards

Part of United Learning

Charging & Remission Policy

Scope

The policy and procedure set out in this document applies to all staff employed by United Church Schools Trust ("UCST") and United Learning Trust ("ULT") including teaching, non-teaching, fixed-term, part-time, full-time, permanent and temporary staff. The two companies (UCST and ULT) are referred to in this policy as 'United Learning'.

In light of the charitable status of the United Learning Group and its commitments around regularity, propriety, compliance and Value for Money, the policy and procedures in this document are mandatory.

Introduction

United Learning recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

NB: Throughout this policy, the term "parent(s)" means all those having parental responsibility



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for a child.

Charging

United Learning reserves the right to make a charge in the following circumstances for activities organised by the school:

1. *School trips and residentials in school time:* the board and lodging element of the residential experience and outdoor pursuit courses.
2. *Activities outside school hours:* the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.
3. *Materials:* the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product.
4. *Acts of vandalism and negligence:* United Learning reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student.
5. *Examination fees:* 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 the school has paid an entry fee, United Learning 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 the school.

6. *Uniform:* The cost of purchasing school uniform will be the parents' responsibility.
7. *Music Lessons:* Extra-curricular music lessons and lessons taught individually or in groups of four or less. Music lessons forming a part of the syllabus for a prescribed public examination which is a syllabus for which the pupil is being prepared at the school will be the school's responsibility as will music lessons forming part of the National Curriculum or part of the provision for religious education in the academy's basic curriculum.
8. *Out of School Hours Child Care:* All costs borne by the school in supplying supervision



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out of school hours.

9. *School Transport*: Transport to and from school where the pupil is not eligible under the Local Education Authority's guidelines.
10. *Provision of Education and use of Facilities*: to those persons who are not registered pupils at the school.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the school 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.

Lettings

Definition of Letting

A letting can be defined as any use of Academy premises/ grounds by an external body, organisation or individual. A letting should not impact in any way on the day to day activities of the Academies. Any meetings such as staff, parent, governor meetings and extra-curricular activities for students supervised by Academy staff would be classified as day to day activities so will always take precedence over an external letting and will be funded out of the Academies main budget.

Prices for Lettings

Letting prices are reviewed every summer, any increases applied from September. The Academies have the option to review and increase letting charges at other times in the year but would give a terms notice of any increase of this sort. Consideration when deciding on a letting will take into account a variety of factors such as service costs incurred, staffing requirements, general wear and tear provision where equipment is used and an administration charge to include an element of profit.

VAT

VAT will be applied to all letting under the UK VAT rules as laid down by HMRC at standard rate which is currently 20%. Certain circumstances will allow for the activity to be exempt from VAT such as some physical education training and sport activity or when there is a commitment for a letting of 10 weeks or more. This will be in line with HMRC guidelines.

The Administration of a Letting

The organisation or individual wishing to hire an academy facility should send their request to the Head of Cluster Operations so that availability can be established and a pricing structure worked out.



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If this is acceptable an email will be sent out confirming details, our terms and conditions and a hire agreement which should be returned once signed prior to the start of the hire. If the letting is to a company or organisation, we will ask to see a copy of their Public Liability Insurance. If the letting is to a private individual, they will be covered, for insurance purposes under the academies main insurance policy.

The Academy will raise invoices, for one off events payment is due in full five working days before the hire takes place. For regular hires payment is due on receipt of invoice. The preferred method of payment is via a BACS transfer.

Terms and Conditions

The hirer will be personally responsible for all fees due in respect of the letting. No lettings will be given to any person under 18 years of age. The hirer cannot sublet to another party or individual under any circumstances. The hire agreement implies no intention of creating any tenancy between the Academy and the hirer.

The Academy has the right to terminate the agreement by giving one calendar months' notice to the hirer. The academy may also cancel a hire where activities within school prevent the hire from taking place, this decision will be at the discretion of the Executive Principal. Where this happens the hirer would not be expected to pay for that hire.

It is not expected that any hire will take place in core Academy hours but if this were to happen then persons entering the Academy would be expected to undergo a DBS check (Disclosure and Barring Service). Checks should be made prior to the letting.

Any coaches carrying out a club or offering lessons should be appropriately qualified.

The hirer will be responsible for the people they encourage to take part in the activity and bring into the academy.

The Academy will not be held responsible for any items lost or damaged while an individual takes part in an activity or for any injury to a person from taking part in an activity not run by the Academy. Any furniture or equipment that has been permitted for use should be put back in its original position and state after the hire. Any damage or theft caused to either premises or equipment when it is being hired out will be the responsibility of and charged to the hirer.

The intention to use electrical equipment should be notified when the hire is first requested and any equipment brought onto Academy premises must carry a PAT test sticker that is less than one year old.

No first aid facility is available so becomes the hirer's responsibility.

No food or drink should be consumed on the premises unless previously agreed with the Academy and all litter should be placed in the bins provided.

No intoxicants should be brought on to or consumed on the premises.

The Academy has a no smoking policy on its premises and in its grounds.

Correct footwear should be used in the Sports Hall and Dance Studio.

People coming into the Academy will only be allowed in the designated areas that are being let out. Any persons found in other areas or tampering with Academy equipment will be seen as justification for the let to be terminated immediately.

The hirer should not infringe on any copyright or performing rights and will indemnify the Academy



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against any money the Academy may have to pay out by reason of an infringement occurring during the letting.

At the end of a letting the hirer should ensure that the premises are vacated promptly.

It is the hirer's responsibility to be aware of the fire alarm procedures and to identify to all attendee where the nearest fire exits are and in the event of an emergency to make sure all attendees exit the Academy by the nearest exit.

The hirer is responsible for the prevention of overcrowding that would endanger public safety. For non-individual hires a Risk Assessment should be carried out and a copy sent to the Academy prior to the first hire.

The school may remit charges in full or in part to other parents after considering other specific hardship cases.

United Learning schools invite parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head will authorise remission in consultation with the Chair of Local Governing Body.

Special Education Needs

United Learning schools will not charge for the cost of providing the special education needs of a pupil where these have been agreed with the Local Education Authority.

Insurance

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

Voluntary contributions

Nothing in this policy statement precludes United Learning schools from inviting parents to make voluntary contributions.

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