



The
Maltby Learning Trust

MLT Charging and Remissions Policy

Date Last Reviewed: June 2017
Reviewed by: CFO
Approved by: SRFA
Next Review Due: June 2019

INTRODUCTION

The Directors of Maltby Learning Trust wish to make their Academies programme of curriculum visits and activities available to as many students as possible. They endorse the principle that no student should have access to the curriculum limited by charges but recognise they have to operate within the constraints of the MLT and individual Academy budgets.

The Trust also recognizes that there is a clear distinction in charging between Curriculum and Non-Curriculum activities.

A. CURRICULUM ACTIVITIES

Any charges made by the MLT and its Academies for curriculum activities must meet the requirements of the 1996 and 2002 Education Acts. It is the policy of the Trust:

1 RESIDENTIAL TRIPS – BOARD AND LODGING

- 1.1 To levy a charge for all board and lodging costs on residential visits, except where students are entitled to statutory remission.
- 1.2 If the Academy does not receive enough voluntary income to make the trip financially viable, it should not be subsidised from the revenue budget. The Principal should confirm cancellation of the trip and arrange for a full refund.

2 CURRICULUM ACTIVITIES

- 2.1 To request payment from parents in advance for curriculum activities/trips during normal school hours. No student should be excluded by reason of inability or unwillingness to make a voluntary payment. However, if insufficient monies are raised to fund the activity/trip, then it must be cancelled and a full refund given. Any insurance costs will be included in charges for trips and activities.
- 2.2 For activities specified in the subject specification e.g. fieldwork studies, the Academy will provide these activities at no cost, however, the Academy is permitted to request a contribution towards transport.

3 EXAMINATIONS

- 3.1 To levy no charge for examination entries, except where:
 - The Academies have not prepared students for the examination in the year for which the entry is made, or
 - A student has failed, for no good reason, to complete the requirements of the examinations or to attend for it and does not provide to the Trust acceptable reasons for this.
 - A student withdraws from an examination without the agreement of the Principal of the individual Academy.
 - The Trust reserve the right to charge for re-taking examinations or modules.

4 GENERAL LESSON COSTS

- 4.1 To levy no charge in respect of books and materials provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the Trust Academies, except where parents have indicated in advance that they wish to purchase the product.

5 ADDITIONAL PERIPATETIC MUSIC TUITION PROVIDED BY THE LA/OTHER SPECIALIST MUSIC SUPPORT SERVICE

- 5.1 To make a termly charge to parents for instrumental music tuition by visiting Music Service teachers for those who request extra instrumental tuition for their child. For none payment of fees, Directors reserve the right to withdraw peripatetic music tuition for the remainder of the academic year.
- 5.2 A student who has instrumental music tuition and is following a level 2 or 3 qualification in Music, will be entitled to receive a 75% remission on the termly fees.

6 STATUTORY REMISSION

6.1 Statutory remission is given to those parents who are in receipt of either: -

- Income Support
- Jobseeker's Allowance (Income-based)
- State Pension Credit (Guaranteed Credit)
- Employment and Support Allowance (Income Related)
- Child Tax Credit and have an annual income as assessed by Her Majesty's Revenue and Customs which does not exceed £16,105.00
- Asylum Seeker status.

*These criteria are the same as for **free school meals** entitlement and you will not be entitled if you or your partner, receive any Working Tax Credit on a regular basis.*

B. NON-CURRICULUM (EXTRA CURRICULAR) ACTIVITIES AND CONSULTANCY WORK

It is the policy of the Trust:

1 NON-CURRICULUM TRIPS

- 1.1 To levy a full charge, as an 'optional extra', for trips which are NOT part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination.
- 1.2 To cancel trips and provide full refunds if there are insufficient students to make the trip viable.
- 1.3 To include any insurance costs in charges for trips and activities.

2 ACADEMY PROPERTY

- 2.1 To charge parents for damages to or loss of, MLT or individual Academy property caused willfully or negligently by their children.

3 PRIVATE PHOTOCOPYING

- 3.1 To levy a charge to cover the cost of private photocopying which will be determined on an annual basis on a per copy basis.

4 TELEPHONE CHARGES

- 4.1 To levy a charge for personal telephone calls.
- 4.2 To ensure staff in possession of Trust mobile telephones pay for all personal calls in excess of the monthly allowable tariff.

5 PRIVATE LETTINGS

- 5.1 To charge for private lettings using the scale of charges as set by the Trust, to include VAT where appropriate.
- 5.2 To offer a stepped reduction of up to 50%, when the hire of the facilities involves the delivery of activities to young people under the age of 18. Any MLT staff costs associated with the hire arrangements will be required at the full rate.

Further guidance is provided in the MLT Lettings Policy

6 CONSULTANCY WORK

- 6.1 Consultancy work may fit into two categories:

Academy/Trust Consultancy work

- I. A member of staff to provide consultancy to a third party in the course of his/her employment as directed by the CEO/Executive Principal. The Trust/Academy would look to recover the following charges in relation to such consultancy work:
 - a. Specialist Leaders in Education (SLE) Rate of £300.00 per day;
 - b. Local Leaders in Education (LLE) Rate of £400.00 per day;
 - c. National Leaders in Education (NLE) Rate of £500.00 per day;
- II. Staff would not be paid any additional income for undertaking this type of work; however, they would be allowed to recover costs in relation to travel and subsistence.

Private Consultancy work

- I. A member of staff/Governor providing consultancy service to a third party, otherwise than in the course of his/her employment/role. For employed staff, this type of work will require formal approval by the Trust Board with a recommendation from the CEO/Executive Principal. For any Governor

undertaking such work, would require approval from the Chair of the Trust Board;

- II. For employees this type of work will need to take place outside of the contracted hours of employment;
- III. It is also brought to the attention of all employees/governors that resources, equipment owned by the Trust or its Academies cannot be used for this type of consultancy work;
- IV. Staff/Governors undertaking such consultancy work must provide assurance to the Trust Board/CEO that there is no conflict of interest in undertaking such work.

7. FREEDOM OF INFORMATION

- 7.1 Information published on our website is free, although you may incur costs from your internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.
- 7.2 Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, incur a large postage charge, or is for a priced item such as some printed publications or videos we will advise you of the cost before fulfilling your request.

8. TRUST DISCRETION

- 8.1 To leave to the CEO's discretion, the proportion of costs of an activity which should be charged to public or non-public funds.
- 8.2 To delegate to the Chair of the SRFA Committee and CEO, the determination of any individual case arising from the implementation of this policy.

9. LIBRARY CHARGES

- 9.1 The Trust makes charges for overdue library books to the borrower or department with a maximum of 2 renewals. Missing books will be charged in full.

C. GUIDANCE FOR STAFF – IMPLEMENTATION OF THE CHARGING POLICY

1. CHARGES IN PRACTICAL SUBJECTS

- 1.1 In practical subjects, parents may be asked for the full or partial cost of materials or ingredients, e.g. in food, Technology and Art.
- 1.2 Each September (or as appropriate during the year) a standard letter may be sent to parents asking for a voluntary contribution. Failure to make a contribution will not affect the course the student follows but they may not be able to retain the finished product.

2. RESIDENTIAL TRIPS – BOARD AND LODGING

- 2.1 Charges in the form of voluntary payments will be requested from parents for trips which take place mainly DURING academy hours.
- 2.2 No student will be excluded from the trip because of inability or unwillingness to pay but the Trust and its Academies are entitled to cancel the trip if the cost is not met by voluntary contributions.
- 2.3 The CEO/Executive Principal can approve a contribution from Trust's funds for curriculum trips where there is an inability to contribute and the parents' meet the statutory remission criteria. A letter should be requested from the parents and passed to the CEO/Executive Principal for approval.
- 2.4 Trips which take place mainly OUTSIDE Academy hours are chargeable provided they are not part of an examination course.

3. CHARGES

- 3.1 Charges must not be more than the cost of the trip and can include:
 - Travel, board and lodgings, materials, books and other equipment, non-teaching staff costs, teaching staff costs (travel, board and lodging), supply cover, a preliminary visit if required and insurance.
- 3.2 In the event of a surplus in income of expenditure, the balance should be returned to the contributor providing the amount is at least £1 per person.

4. ACADEMY HOURS

- 4.1 There are two categories of curriculum trips for charging:
 - A curriculum trip mainly in Academy time = voluntary contribution
 - A curriculum trip mainly outside Academy time = an optional extra

5. CURRICULUM RESIDENTIAL TRIPS – BOARD AND LODGINGS - THE 50% RULE

- 5.1 Where LESS than 50% of the trip time is outside Academy hours (sessions) then it can be charged for as an optional extra requiring voluntary contributions but the board and lodgings can be charged in full.

- 5.2 Where MORE than 50% of the trip is outside Academy hours (sessions) then it can be charged in full as an optional extra.
- 5.3 The Academy can charge in full for board and lodgings on ALL residential trips which involve students in nights away from home.
- 5.4 Directors are obliged to remit the full cost of this element to parents who are eligible for statutory remission, where the trip takes place MAINLY during Academy hours.
- 5.5 Visit organisers arranging a residential trip MAINLY in Academy hours should include the following statement in their letter to parents:

"Parents who are eligible for a reduction according to the MLT's charging and remission policy or receive free school lunches, should contact the organiser of the trip for further information about remission of board and lodgings costs. You may discuss the matter in complete confidence."

6. LETTERS TO PARENTS

- 6.1 Trip organisers must decide whether the proposed trip is an optional extra or one requiring voluntary contributions. The appropriate following statement 6.2 OR 6.3 must be included in the letter to parents inviting the student to take part in the trip.

- 6.2 Optional Extra:

"The visit is an 'optional extra' under the 1996 Education Act and the Maltby Learning Trust is allowed to make a charge in full. The visit will cost £...."
 "If there are insufficient students to make the activity/trip viable, then the trip will be cancelled and a full refund will be given."

- 6.3 Voluntary Contribution

"Under the 1996 Education Act the Maltby Learning trust requests a voluntary contribution of £... if you wish your child to take part in this visit."

"The contribution is voluntary but the visit will only take place if there are enough voluntary contributions to make the trip possible otherwise the trip will be cancelled and a full refund will be made. Please indicate your agreement to pay the voluntary contribution on the return slip."

"Parents who are eligible for a reduction according to the Maltby Learning Trust charging and remissions policy or receive free school lunches, should contact the organiser of the trip for further information about financial support."

The trip information should include as part of the reply slip

Name ;..... Tutor Group:.....

(1) I wish my son/daughter to take part in the proposed visit to

(2) I agree to pay the voluntary contribution of £...

Signed: (Parent or Guardian)

Date:.....

7. POLICY REVIEW

- 7.1 This policy will be reviewed on an annual basis by the Staffing, Resources, Finance Committee.