



# CASTLE ACADEMY

## Income and Charging Policy

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Next Scheduled Review	July 2022

## **CHARGING POLICY**

### **Introduction**

This charging policy has been compiled in line with DfES requirement and in accordance with s457 of the Education Act, 1996.

### **School Trips**

Day Trips. The school reserves the right to levy a charge to meet the cost of any day trip that takes place during school hours or are part of the curriculum. This charge will never exceed the cost to the school and where possible no charge will be made. (but also refer to Voluntary Contributions paragraph).

Residential trips – Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging (but also refer to Voluntary Contributions paragraph).

Residential trips – Non essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations.

If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging (but also refer to Voluntary Contributions paragraph).

### **Materials & Textbooks**

There may be occasions where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Text books are provided free of charge, but in some subjects, additional revision guides may be available, for which a charge may be made.

### **Optional Extras**

As a school we reserve the right to charge for the following. Whilst we try to cover these costs through additional funding/grants we cannot guarantee this.

After school clubs: Sports and Dancing afterschool clubs will be charged at £3.50 per week. These clubs will remain free for pupil premium children.

Music Tuition: Whilst we will try to avoid doing so, the school reserves the right to levy charges in respect of individual music tuition and group music tuition provided by peripatetic tutors provided by the Music Service. Parents must agree to their child participating and be willing to meet any charge. The charge made will not exceed the cost to the school per pupil.

Physical Activities: For gymnastics and swimming achievements, charges to parents for the purchase of awards will not exceed the cost to the school.

#### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or material), the charge to be the cost of replacement or repair.

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A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair.

### **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or even for transport, contingency, insurance and entrance fees. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

### **Other charges**

The Head of school, Resources Committee, or Governing body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

### **Remissions Policy**

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit income dependent;
- Income Support;
- Income based Jobseeker's Allowance;
- Income-related Employment and support Allowance;
- Support under Part 6 of the immigration and Asylum Act 1999;
- The guarantee element of Pension Credit;
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit);
- Child tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.

The Head of School, or Chair of the Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Head of school, or Chair of the Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **INCOME POLICY**

### **Annual Review of Charges**

All charges levied, in accordance with the charging policy, including deposits, will be subject to annual review by the Governing Body in the month of April.

### **Administration of income Invoicing Procedures**

Invoices will be administered in accordance with the Financial Regulations relating to the EMAT Academy Trust – Academy Financial Handbook.

Invoices will be prepared by the Operations Manager.

Block Bookings: Invoices will be raised in full for a minimum of 6 sessions. Payment will be required in full at monthly intervals.

Payments in advance will be administered in accordance with the EMAT Academy Trust – Academy Financial Handbook

### **Income Processing Procedures**

All income received will be passed to the Finance Administrator who will keep a record of income received. Particulars of any deposit must be entered on a copy paying-in slip, counterfoil or listed in a supporting book. The details shall include:

The amount of the deposit and

A reference such as the number of the receipt or the name of the debtor.

Income will be held in a locked safe pending banking. Keys to the safe will be held by the Head of school and the Operations Manager.

Income will be banked promptly and intact.

A monthly reconciliation will be performed by the Finance Assistant of the EMAT Academy Trust to ensure that all income banked appears on the bank statement.

### **Income for School trips/activities:**

Now falls under the school's main Lloyds Bank Account. A financial statement of the estimated receipts and payments should be prepared by the member of staff organising the activity, along with the Operations Manager in accordance with the EMAT Academy Trust – Academy Financial Handbook.

After the activity has taken place, the actual receipts and payments should be entered on the statement. This should then be checked to the financial records and certified as a correct record.

### **Credit Control**

In accordance with the EMAT Academy Trust – Academy Financial Handbook

### **Write Off Debt and Liabilities**

Refer to the EFA Financial Handbook September 2013 2.4.8

### **Cancellation of Debt**

In accordance with the EMAT Academy Trust – Academy Financial Handbook.

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