

ACKLAM GRANGE SCHOOL



Charging Policy

Status & Review Cycle	Term	Year
Last Review Date/Policy Adopted	Autumn Term	2022-2023
Next Review Date	Autumn Term	2023-2024
Lead	Mrs Flint	

This school is an academy within The Legacy Learning Trust.



Contents

	Page
1. Aim	2
2. Practice for learners	2
3. Practice for community programme	3
4. Practice for school to school and educational support	4

1) Aim:

In accordance with the requirements of the Education Reform Act 1988, it is the policy of Acklam Grange School:

- 1) To make a broad programme of activities and trips accessible to as many learners as possible.
 - a. To establish and maintain a fair and coherent system of charges, within the constraints of the school budget, seeking to ensure that no child should have its access to the curriculum limited by charges.
- 2) To strive to provide, within the constraints of the school budget, a rich and varied programme of community sport and leisure activity outside of normal school hours.
 - a. To establish and maintain a fair and coherent system of charges, within the constraints of the school budget, seeking to ensure that charges are comparable to other local providers and accessible for the local community.
- 3) To offer school to school and educational support in the interest of system leadership and sharing good practice for the benefit of all young people locally and nationally.

2) Practice for learners:

Educational visits

- Charges will not be made for any activities which form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements.
- No child may be excluded because of inability to pay, but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.
- Charges will be made for any trips or activities which do not form part of a prescribed examination syllabus or are not in fulfilment of National Curriculum requirements. In these cases all payments will be accounted for via the school's private fund account.
- Any insurance costs will be included in charges for trips and activities.

Examination entries

- The cost of examination entries for qualifications provided by the school will normally be met by the school. In cases where candidates, for no good reason, fail to meet the school's entry criteria or fail to attend for an exam, then parents/carers will be asked to pay this charge.

School resources

- Parents/carers are expected to provide learners with basic school equipment; uniform, school bag, pen, pencil, ruler, calculator. Some of these can be purchased by learners at school at cost price.
- Other resources which are seen to enhance a learner's learning experience may be on offer and a charge may apply.

Damage to school equipment

- In the event of malicious damage to school equipment, parents/carers may be asked to contribute towards the cost of repair/replacement. This will be considered on an individual case by case basis.

Smart cards

- All learners will be issued with a smart card, holder and lanyard. If this is lost or purposely or repeatedly damaged there will be a charge for replacement.

Lunch

- All learners who are registered as eligible for Free School Meals will have their Smart Cards programmed to reflect this and will therefore not need to load money onto their cards to exchange for school meals.
- For all other learners, monies are to be loaded onto Smart Cards via on site cash loaders or remotely using ParentPay.
- Systems are in place to ensure learners are provided with lunch if they do not have their Smart Card. The money owed is then charged to parents/carers. This is the risk and responsibility of the school and not Middlesbrough Council Revenue Collections.
- Parents/carers will be chased for payment of lunch charges where they have not paid within the specified time limit. This will be by letter initially and then by telephone correspondence if payment is still not received. If a parent/carer does not respond to payment requests it may be that lunch vouchers are no longer issued to that child. This will be at the discretion of the Headteacher, on a case by case basis.

Mechanism of payments

- In cases where charges are to be levied, parents/carers must be advised in advance and monies collected prior to the activity.
- Requests for financial help for parents/carers will be considered by the Headteacher and, if assistance is provided, it will be within the limits of the school's budget. Complete confidentiality will be observed in all such matters.

3) Practice for community programme:

Schedule of charges

- A schedule of charges is produced and updated annually to reflect the level of charge for the programme of activity on offer. This includes differentiation between activities, spaces for hire and membership status.
- All bookings will be confirmed and charges confirmed at the time of booking.

Mechanism of payments

- Individual activities must be paid for at the Acorn Centre reception prior to the activity taking place (cash or cheque is accepted).
- Block bookings and events are invoiced following the event and all debtors are the responsibility of the School.

4) Practice for school to school and educational support:

- Should the school have appointed NLEs, LLEs or SLEs charges for school to school support, or support to improve education provision, will be made by AGS to the supporting school/organisation.
- Charges are at the discretion of the Headteacher, on a case by case basis, with the following criteria taken into account:
- Value of resources and intellectual capital
 - Copyright law
 - Cost of time spent by staff members to support other schools, including cover costs
 - Nature of business of the receiving organisation
- The table below gives an indication of possible daily rates:

	Schools	Public sector organisations	Private sector organisations
	£	£	£
Indicative daily rate: SLE (Specialist Leader of Education)	350 367.50 385	450 472.50 495	550 577.50 605
Indicative daily rate: RSL (Regional Systems Leader)	450 472.50 495	550 577.50 605	650 682.50 715
Indicative daily rate: LLE (Local Leader of Education)	450 472.50 495	550 577.50 605	650 682.50 715
Indicative daily rate: NLE (National Leader of Education)	550 577.50 605	650 682.50 715	750 787.50 825
Please note: <ul style="list-style-type: none"> • Charges include a 5/10% admin charge • Travel expenses and subsistence will incur an additional charge. 			

Mechanism of payments

- In cases where charges are to be levied, schools/organisations must be advised in advance.
- Charges will be invoiced after the support has taken place and then normal school procedures for debtor management will apply.