



**CHARGING
POLICY**

DOCUMENT CONTROL

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Document Path & Filename	Staff General/Corporate Information/Policies and Procedures/Finance/Charging Policy	
Document Reference	Charging Policy	
Version	01	
Status	Approved	
Publication Date	October 2018	
Related Policies		
Review Date	October 2020	
Approved/Ratified by	Trust Board	Date: 29 th October 2018
Distribution:		
West Lakes Academy Staff		
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Version	Date	Comments	Author
01	October 2018		Stephen Lester

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1. **INTRODUCTION**

West Lakes Multi Academy Trust (the Trust) complies with the requirements of the Education Reform Act 1988. The Trustees endorse the guiding principles contained in the Act; in particular that no child should have its access to the curriculum limited by charges.

2. **AIMS**

- To make a broad programme of visits and activities accessible to as many students as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the budget.

3. **PRACTICE**

The Trustees wish to see the curriculum enriched as far as possible for the benefit of all students. They recognise that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level.

They therefore reserve the right to:

- Charge parents for activities offered as an optional extra wholly or mainly outside academy hours. For example:
 - Voluntary contributions may be invited for trips which take place mainly within academy hours. No child may be excluded because of inability to pay but the Trust is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.
 - Visits which take place mainly outside of academy hours are chargeable.

The cost of the visit will include all allowable costs and board and lodgings. The Trust deems that allowable costs shall include travel and subsistence, materials, books, instruments and other equipment, teaching and support staff if employed to accompany the visit, tickets and entrance fees.

Any insurance costs will be included in charges for visits and activities.

- Reclaim from parents the cost of wasted examinations fees, wilful breakages, damage and loss of school property (including equipment, books or materials) the charge to be the cost or replacement or repair, or such lower costs as the Head of Academy may decide.

This also applies to third party property where the repair or replacement cost has been recharged to the school. In such cases the full cost will be passed onto the individuals involved.

- The cost of examinations entries for subjects taught within the Academy will normally be met by the Trust. In cases where candidates wish to re-sit exams they may be asked to pay exam entry fees.

- Seek voluntary contributions from parents to fund activities, either within or outside academy hours and to provide incidentals, e.g. books and equipment. For example, in some subjects, extension material or activities are offered (e.g. a student buying a personal copy of a set text, a theatre visit for a set play).
- In practical subjects parents may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product.
- Request parents to voluntarily provide incidental equipment e.g. pens, pencils, and rulers.

In cases where charges are to be levied, parents must be advised in advance and monies collected prior to the activity. At the same time all parents should be advised that anyone in receipt of state benefit can request help with the cost of the activity. Any assistance provided will be subject to the Trust's budgetary position. Complete confidence will be observed in all such matters.

The Trust has funds available for discretionary support for students in financial hardship. All applications for student support must be made to the Head of Academy. The Head of Academy and Chief Operating Officer will consider requests and decide on each application on a case by case basis at their discretion. Appeals may be made to the Chair of the Local Governing Body.

4. FREEDOM OF INFORMATION ACT

Single copies of the information covered by West Lakes Multi Academy Trust Publication Scheme are provided free (see list * below). However, Trustees reserve the right to make a charge:

- For multiple copies of information covered in the FoI Act 2000
- If a request involves a lot of photocopying or printing
- Where cost of postage is high

In these cases the individual will be informed of the likely cost before fulfilling their request.

5. CHARGE FOR USE OF TRUST FACILITIES

A charge will be made for the use of Trust accommodation (Lettings etc. please see separate Community Use Policy) and for all external word-processing, copy printing, design work, etc. Details are available from the Finance Manager.

6. ADMINISTRATION FEES

A search fee of £10 per certificate will be levied for requests for all examination certificates not collected in the year in which they are awarded.

Subject to restrictions of the General Data Protection Regulation a fee of £50 will be charges for copies of an individual's academy record.

7. **FoI INFORMATION LIST**

*** *FoI Act 2000 – List of Information***

Academy Prospectus

Annual Report

Instrument of Government

Minutes of Board of Trustee meetings

Home Academy Agreement

Curriculum Policy

Sex Education Policy

SEN Policy

Accessibility Plan

Equality Policy

Collective Worship

Careers Education

Child Protection

Pupil Discipline

OFSTED Report

Post OFSTED Action Plan

Charging & Remission Policy

Academy session times and term dates

Health & Safety Policy & Risk Assessments

Complaints procedures

Performance Management Policy & Procedures

Staff Conduct, Discipline & Grievance Policies & Procedures

Curriculum circulars & statutory instruments