FIERTÉ
MULTI-ACADEMY TRUST
Proudly inspiring all to excellence

Charging and Remissions Policy

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Document and Version Control

Document Title	Charging and Remissions Policy
Effective Date	Autumn 2026
Policy Owner	CFO
Policy Approver	Trust Board

Version	Date	Amended by	Comments
V1	June 2019	Jayne Harrison	Issued
V2	Summer 2020	Jayne Harrison	
V3	Autumn 2021	Jayne Harrison	Equality Statement added Updated with charges and new schools
V4	Autumn 2022	CFOO	No changes made
V5	Autumn 2023	CFOO	No changes made
V6	Summer 2025	CFO	Policy owner changed from CFOO to CFO. Nursery Meal charge increase from £2.55 to £2.85
V7	Summer 2026	CFO	Corrected OPOJ per day charges Removed parents paying voluntary contributions for breakfast and after school clubs Added charges for Manor as none were included. Updated Appendix A and B to show names of all schools

Aim

The Fierté Multi-Academy Trust aims to meet its obligations under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it

This policy has been equality impact assessed, and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual and it helps to promote equality across Fierté Multi- Academy Trust.

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Trust Board is responsible for determining the content and implementation of the policy. Any determinations with respect to individual parents will be considered jointly by the head teacher of the relevant academy and the Trust Board.

Definitions

Community Facilities – activities which the board do not feel is of direct educational benefit to children at the school

Extended school provision – provision of clubs outside the standard school day where it is optional as to whether the child attends

External Lettings – lettings to an organisation other than the school.

Remission – where a change is not payable, either in full or in part.

Prohibition of Charges

The Trust Board of the Fierté Multi-Academy Trust recognise that the legislation prohibits charges for the following:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
    - The national curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Charges

The Trust Board has determined that they intend to make a charge and how much the charge should be, for each of the following:

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
    - travel
    - materials and equipment
    - non-teaching staff costs
    - entrance fees o insurance costs
- Individual or group tuition in the playing of a musical instrument
- Re-sits for public examinations where no further preparation has been provided by the school
- Costs of non-prescribed examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements because of damage caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Letting of the school premises or grounds
- Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision

- Charges for materials or ingredients where the pupils wish to have the finished product
- Cost of transport to take part in work experience

Consideration is also given to:

- the proportion of the costs recovered where a charge is to be made
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined
- arrangements for education where the parents fail to pay the charge being levied by the school
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey
- any charge for a pupil activity should not exceed the actual cost for lettings, the charge should at least cover the cost, including: Services (heat & light) Staffing (security, caretaking and cleaning) Administration
- Wear and tear

Remissions

Children who are entitled to pupil premium may receive some support.

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- Contribution towards some school trips
- Coaches for school trips
- Discotheques

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

a. that the contribution is genuinely voluntary, and a parent is under no obligation to pay; and
b. that registered pupils at the school will not be treated differently according to whether their parents have made any contribution in response to the request.
c. that without voluntary contributions it may be that the trip cannot go ahead.

The costs of any optional extras undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Charges for 2026/2027

Applicable to all settings - Parents will be asked to replace or cover the cost of replacement in circumstances where equipment or resources are damaged or broken. The Headteacher will agree an amount with the parent.

Charges are as follows for Anker Valley Academy

School lettings (external)	£14.00 per hour per room.
Our Pride Our Joy letting	£47.40 per day
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges are as follows for Ankermoor Academy

School lettings (external)	£14.00 per hour per room.
Our Pride Our Joy letting	£38.16 per day
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges are as follows for Dosthill Academy

School lettings (external)	£14.00 per hour per room.
Our Pride Our Joy letting	£72.63 per day
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges are as follows for Edge Hill Academy

School lettings (external)	£14.00 per hour per room.
Our Pride our Joy Letting	£6.63 per day
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges are as follows for Garden Village Primary Academy

School lettings (external)	£14.00 per hour per room.
Our Pride Our Joy letting	£47.40 per day
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges are as follows for Glascote Academy

School lettings (external)	£14.00 per hour per room.
Our Pride Our Joy letting	£49.39 per day
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges are as follows for Heathfields Academy

School lettings (external)	£14.00 per hour per room.
Our Pride Our Joy letting	£65.05 per day
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges are as follows for Manor Primary Academy

School lettings (external)	£14.00 per hour per room.
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges are as follows for Violet Way Academy:

School lettings (external)	£14.00 per hour per room.
Our Pride our Joy Letting	£146.51 per day
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges are as follows for Wilnecote Academy

School lettings (external)	£14.00 per hour per room.
Our Pride our Joy Letting	£10.50 per day
Meals	£2.85
Opening	£10.00
Locking	£10.00

Charges for Activities and Provision across the M.A.T. are:

Minibus £21.40 per mile.

For holiday clubs where requests for lettings are received charges can be negotiated. All charges to be agreed with CFO.

Additional resources may be charged, including catering as agreed. Our Pride Our Joy Administration Charge 8% of total income

Signed Date:

Chair of the Finance Committee

Appendix A

APPLICATION FOR HIRE OF FIERTÉ MULTI ACADEMY TRUST

Ankermoor Academy, Anker Valley Academy, Dosthill Academy, Edge Hill Academy, Garden Village, Glascote Academy, Heathfields Infant Academy, Manor Primary Academy, Violet Way Academy, Wilnecote Junior Academy. (please delete)

Name of Hirer:

Address of Hirer:

Daytime Tel No.

Evening Tel No.

Details of requirements: Room and area to be hired

	Classroom	**Dining Room**	**Hall**	**Sports Court**	**Woodland**
Please tick					
Start date:					
End date:					
Day(s) of Week:	Mon Tues Wed Thu Fri Sat Sun				
Nature of activity					
Equipment/facilities requested					
Equipment to be brought in by hirer:					
Age range of those attending:					
Numbers attending:					

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Use specified in the attached documentation.

*Public liability insurance is being provided by the Trust's RPA Insurance Policy I can confirm that I have read the Summary of Cover and fully understand the insurance being provided including the policy conditions and exclusions which apply.

*Public liability insurance is not being provided by the Trust's RPA Third Party Hirer's Insurance Policy and I can confirm that I have arranged Public Liability Insurance in the name of the individual / organisation hiring the school premises for a limit of indemnity of at least £5,000,000. (£10,000,000 in the case of contractors)

Signature of Applicant: .....

Full Name (in block letters) .....

Date: ……..……..

NOTE: The giving of false information on this Application for Hire Form may lead to the cancellation of the booking without notice.

Appendix B

Agreement for the use of Ankermoor Academy, Anker Valley Academy, Dosthill Academy, Edge Hill Academy, Garden Village, Glascote Academy, Heathfields Infant Academy, Manor Primary Academy, Violet Way Academy, Wilnecote Junior Academy premises

AN AGREEMENT made between Ankermoor Academy, Anker Valley Academy, Dosthill Academy, Edge Hill Academy, Garden Village, Glascote Academy, Heathfields Infant Academy, Manor Primary, Violet Way Academy, Wilnecote Junior Academy and

… (name of Hirer)

IN CONSIDERATION of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions: -

- payment being made in full at least one month prior to the letting(s) taking place. However alternative invoicing processes will be considered.
- the person in charge of your activity being shown the fire escape routes before the start of the letting; the Conditions of Use prevailing at the time of the letting.

Under GDPR regulations the hirer:

- has supplied the trust with their up to date Privacy Notice.
- confirm that they comply with requirements regarding the data rights of individuals (e.g. to access, delete or rectify data), secure processing, the reporting and communication of data breaches, and the conducting of impact assessments where relevant, informing the Trust Data Protection Officer, Mr Ryan Byrne of any breaches that may have an impact on the Trust.

THE SCHEDULE

Area hired/ additional facilities and equipment	**Dates and Times of Hire**

Signed by …….

Date ……

On behalf of the Trust Board
Signed by the hirer…….

Date …….

NOTE: Please ensure the Conditions of Use and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.