Charges and Remissions Policy

Last reviewed	**September 2025**
Reviewed by	**CFO & St Paul's LAC**
Approved by	**CFO & St Paul's LAC**
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Policy owner	**CFO & St Paul's LAC**
Location	**Trust & St Paul's Website**

The aim of this policy is to set out what charges will be levied for activities in Staffordshire University Academies Trust (SUAT) academies, 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 of the SUAT are responsible for determining the content of the policy and the, CFO and Principals for implementation. Any determinations with respect to individual parents will be considered by the Principal of the individual academy.

Each individual academy is responsible for following the SUAT process for setting up new lettings. A SUAT letting application, agreement and risk assessments must be completed by the hirer before the letting commences.

Hirers must agree to follow the SUAT Lettings Conditions of Use (available at www.suatrust.co.uk) and are required to provide a copy of their public liability insurance prior to the commencement of the letting.

Definitions

Community Facilities
Activities which the Board do not feel is of direct educational benefit to children at the SUAT academies.

Extended school provision
Provision of childcare outside the standard school day where it is optional as to whether the child attends.

External Lettings
Letting to an organisation other than the SUAT academies.

Remission
Where a charge is not payable, either in full or in part.

Sinking Fund
A reserve put aside, by the MAT on behalf of individual academies, over a number of years to pay for major maintenance or renewal costs.

Prohibition of Charges
The Board of Directors of SUAT recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academies, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities)
- entry for a prescribed public examination, if the pupil has been prepared for it at one of the academies
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academies, or part of the academies' basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from an academy accompanying pupils on a residential trip

- transporting registered pupils to or from the academies' premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the Board has arranged pupils to be educated
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination a SUAT academy
- transport provided in connection with an curriculum trip

Charges

The Board of SUAT have agreed that charges may be made for 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
    - 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 academies
- costs of non-prescribed examinations where no further preparation has been provided by the academies
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs
- letting of the academies' 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
- lockers and replacement locker keys
- lost or unreturned library books

Additional consideration will be given to:

- the proportion of the costs recovered where a charge is to be made
- whether any remission is to extend beyond the statutory minimum
- 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 academies
- the level of support from the academies' budgets where the level of voluntary contributions is insufficient to fund the visit or journey
- the maximum amount that can be used from the academies' budgets to support community facilities is the amount of the school standards grant allocation
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
    - Services (heat & light)
    - Staffing (security, caretaking & cleaning)
    - Administration
    - Wear & tear (sinking fund)

Remissions

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 charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Voluntary Contribution

Parents will be invited to make a voluntary contributions.

The terms of any request made to parents will specify that the request for a voluntary contribution and 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 SUAT academies will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra 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 Principal of the individual academy.

Charges & Lettings Schedules 2024/2025

For non-business / community lettings using any of SUAT Third Party Hire Insurance, a £100 deposit must be secured at least one week prior to the letting commencing. A charge of 10% of the overall letting fee plus £9.5% Insurance Premium Tax will be applicable, payable upon each invoice raised by the academy.

Each individual academy will publish an annual schedule of charges for music tuition (if applicable), out of hours childcare (if applicable) and external facility hire on its individual website, once agreed by its Local Academy Council.

St Paul's CE First School Charges & Lettings Schedule 2025/26

External Lettings of Hall
Please note, that prices shown do not include VAT and this will be charged at the current rate where applicable)

Monday – Friday £18 per hour including VAT