



King's Cross Academy

## **Charging and Lettings Policy**

## Introduction

King's Cross Academy is committed to providing equality of access for all of our pupils regardless of background.

## Background

Through its funding agreement, the Academy is required to comply with the law (Sections 449-462 of the Education Act 1996) on charging for school activities.

Governing bodies, subject to some limited exceptions, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment and for activities which are part of the curriculum.

It is allowed to ask for voluntary contributions but no child may be excluded from an activity if such a contribution is not forthcoming.

The Academy must ensure that it informs parents on low incomes and in receipt of the benefits of the support available to them when being asked for contributions towards the cost of school visits.

## Exemptions

The parents who can prove they are in receipt of the following benefits will be exempt from paying school meals and the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

## Notes

This policy does not apply to charges made and determined by other organisations offering activities and services on the Academy site.

The following table is a summary of key areas covered by charges and remission for pupils and external lettings:

1.	Admissions	No charge will be made for admission
2.	School Meals	No charge will be made for pupils entitled to free school meals. This includes those on income support, and infants entitled

		<p>under the Universal Infants Free School Meals Government Policy.</p> <p>The charge for 2015-2016 for nursery children has been agreed by governors as the standard Camden charge.</p>
3.	<p>Activities for pupils that take place during school hours. ('School hours' are those when school is actually in session and do not include breakfast club: Rise and Shine, the break in the middle of the school day and after school Plimsoll Plus)</p>	<p>Parents will be informed of the cost of any school trip and will be invited to contribute towards the cost. Those who cannot afford the trip will not be expected to contribute. Charges for extended hours' provision: breakfast club and after school will be made at £5.00 per hour.</p> <p>No charge will be made for transport during school hours unless for a residential trip.</p>
4.	<p>Activities for pupils that take place outside school hours (non-residential)</p>	<p>Parents will be informed of the cost of any school trip outside of school hours and will be invited to contribute towards the cost. Those who cannot afford the trip will not be expected to contribute</p>
5.	<p>Optional Extras</p>	<p>We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be presented to the Finance Committee.</p> <p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> <li>a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra</li> <li>b) non-teaching staff</li> <li>c) any materials, books, instruments or equipment provided in connection with the optional extra</li> <li>d) transport to an activity outside school hours</li> </ul>
6.	<p>Activities that take place <b>partly</b> during school hours either on or off site (non-residential).</p>	<p>If the majority of the time spent on a non-residential activity is outside school hours, we treat the activity as if it happens fully outside school hours, <i>and will apply the same criteria to charging as set out in section 5.</i></p>

7.	Residential	<p>Activities on residential</p> <p>Parents will be informed of the cost the residential trip and will be invited to contribute towards this cost. Those who cannot afford the trip can apply for a subsidy.</p>
8.	Music tuition within school hours	<p>No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).</p> <p>We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be in line with those charged by LB Camden and may vary depending on size of group, length of lesson and type of instrument.</p> <p>Where we make a charge for instrumental and vocal tuition within school hours we will maintain a bursary fund which parents of pupils on free school meals as defined above may apply for in order to ensure specialist music tuition is accessible and affordable for all children.</p>
9.	Childcare	<p>We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Finance Committee , and in accordance with any requirements set by the local authority where it is subsidising the provision.</p>
10.	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to damage or breakage of Academy property. This will be determined by the Headteacher. Charges will be made for lost or damaged library books and home learning resources.</p> <p>We may seek to recover some or all of the costs incurred due to damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the headteacher</p>
11.	Remissions and concessions	<p>We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible. We may choose to subsidise, in full or part, charges for certain activities and</p>

		pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly and applied consistently across the Academy.
12.	Voluntary contributions	<p>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.</p> <p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>
13.	<b>Lettings / Hire of Academy premises</b>	<p>Where community groups hire rooms within the Academy during school hours no room hire will be charged.</p> <p>Where community groups hire rooms within the Academy out of school hours an hourly rate will be charged.</p> <p>Where commercial groups hire rooms either during school hours or out of school hours an hourly rate will be charged that is in line with lettings in the King's Cross area.</p> <p>During 2015-2016 all requests to hire space within the Academy will be subject to the Headteacher's approval.</p>

## Document Control

Written by	Christine Megson
Approved by Governors	
Date for Review	May 2015
Signed – Chair of Governors	
Signed – Headteacher	