Charging and Remissions for Central Team & School Level Activities Policy

Approved by:	Board of Trustees	**Date**: 9th October 2025
Last reviewed on:	19th August 2025	
Next review due by:	31st July 2026	

Roles and Accountabilities

Orchard Community Trust is accountable for all policies across its Schools. All policies, whether relating to an individual school or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our vision and values. We are committed to the provision of high-quality education in the context of the Christian values of responsibility, respect and dignity where individuals are valued, aspirations are high, hope is nurtured and talents released.

The Trust Scheme of Delegation sets out the responsibilities of the Local Governing Board and Headteacher/Executive Headteacher. The Headteacher/Executive Headteacher of each academy is responsible for the implementation of all policies of the Multi-Academy Trust.

All employees of the Multi-Academy Trust are subject to the Trust's policies.

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities provided by Senior Leaders and central team members of the Multi-Academy Trust in schools/academies outside of Orchard Community Trust and to also set out what charges can and cannot be made for activities in schools.

Central Team Applicable Roles

When work provided by the roles set out below is requested from external schools/academies, an hourly rate will be charged to the school/academy requiring the service. This will be a day rate as set out in Appendix 1, which at the discretion of the Chief Finance & Operations Officer* can be charged at a discounted rate if more than 1 day has been requested.

- **Chief Executive Officer**
- **Deputy CEO/Strategic School Improvement Lead**
- **Chief Finance & Operations Officer**
- **School Improvement Officer**
- **Governance Professional**
- **Trust Estates Manager**

*****For any work requiring the time of the Chief Finance & Operations Officer, the Chief Executive Officer will be responsible for confirming a discretionary discounted rate if more than 1 day has been requested.

Potential Schools Joining the MAT

If ongoing work has led to an agreement from the Local Governing Board of a non-Orchard Community Trust School that it intends to officially join the family of Orchard Community Trust Schools by way of Academy conversion, then the hourly rate will be superseded by an Associate Agreement, where services that will be expected to be provided to the school will be outlined in the form of a Service Level Agreement.

Where services are requested by the school that do not fall under the Associate Agreement, charges will revert to the hourly rate will be discounted at the discretion of the Chief Finance & Operations Officer.

Work provided by School Level Senior Leaders

If Headteachers, Deputy Headteachers and any other members of school staff with additional responsibilities are expected to provide services to schools/academies outside of Orchard Community Trust for Trust level works, the Trust will charge the school/academy in accordance with the hourly rate detailed below. The funds received for this will be recognised in the central location's accounts. If school level senior leaders provide work to external school/academies that have no link to Trust level work, then

the school itself will be in receipt of the funds received for the services provided.

If School level Senior Leaders provide services to a school that is under a formal Associate Agreement with Orchard Community Trust, and these services form part of the Service Level Agreement, then no further charge will be made. If the services do not fall under the Associate Agreement, charges will revert to the hourly rate and may be discounted at the discretion of the Chief Finance Officer. The funds received from this will be split between the school location and central location's accounts.

Responsible Person	Hourly Rate
Chief Executive Officer	£140.59
Deputy CEO/Strategic School Improvement Lead	£107.38
Chief Finance & Operations Officer	£48.04
School Improvement Officer	£76.16
Governance Professional	£33.30
Trust Estates Manager	£29.58
Headteacher	Available on request
Deputy Headteacher	Available on request

Activities delivered by Schools

The purpose of this policy is to set out what charges can and cannot be made for activities in schools in Orchard Community Trust. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which requires Academies, through their funding agreements, to comply with the law on charging for school activities.

Circumstances where no charge is made

No charge will be made for:

Education in School

- Education provided wholly or mainly during school hours
- Admission to school for children of compulsory school age
- Activities that are part of the core curriculum (1) for all pupils, or are part of a prescribed examination syllabus, or part of Religious Education
- The supply of any materials, books and instruments or other equipment that are a requirement of the entitlement curriculum.

(1) The 'core curriculum' is the learning activities and experiences that the academy will make available to all or any pupil that is provided wholly or mainly during school hours.

Transport

- Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the local governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the academy.

Examination Fees

- Entry for a prescribed public examination if the pupil has been prepared for it at the school.

Circumstances where the school may charge parents

Optional Extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

Education

- Activities that take place mainly or wholly out of school time if they are not part of the core curriculum, not part of a syllabus for a prescribed public examination that the pupils are being prepared for at the academy and not part of religious education

- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.

Music Tuition

- Musical instrument tuition is provided to pupils if the teaching of music tuition is not part of the core curriculum.

Transport

- Transport that is not required to take the pupil to school or to other premises where the Local Governing Board have arranged for the pupil to be provided with education.

Examination Fees

- An examination that is independent of the academy curriculum, but the academy arranges for the pupil to take it.

School Trips

- The cost of school trips and residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging).

Extended Schools

- Extended day services offered to pupils, for example breakfast club, after school clubs & extracurricular clubs
- Additional nursery sessions over and above the free entitlement provided by the school.

Community Facilities

- Facilities used by the Local Community, for example holiday childcare or swimming pool sessions.

Voluntary Contributions

- Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities that supplement the normal academy curriculum. Requests to parents for voluntary contributions will state that:
    a) there is no legal obligation to make a voluntary contribution
    b) pupils will not be excluded through parents' inability or unwillingness to pay
    c) pupils of parents who cannot contribute will not be treated any differently
    d) where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.
- Requests made for voluntary contributions in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are

unwilling or unable to pay the full charge.

Remissions

- Parents whose children are eligible for free school meals will be exempt from paying the cost of an educational trip.
- The local governing board may wish to remit in full or in part, the cost of other activities for parents in certain circumstances.

Supplementary Information

Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as uniform, P.E. kit, calculators and pens etc.

Breakages and Damage

Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the academy's discretion.

Owed money and Debt Recovery

- Where the school incurs material additional costs in recovering an outstanding debt then the school may decide to seek to recover such costs from the debtor. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the school in recovering the debt.
- If a response or payment is not received within a reasonable time, the school may seek to refer the matter to a Debt Recovery Agency who will take action to recover the funds. All costs will be claimed against the parent/carer. The agency's commission may be as high as 20% and additional set up and collection fees will also be claimed from the parent/carer.

Lettings

Lettings Prices for charging will be reviewed annually by the Headteacher and approved by the Chief Finance & Operations Officer. Charges should take account of a caretaker fee and a proportion of energy costs and water where shower facilities are provided. Not all schools within Orchard Community Trust let out their premises. For individual charges please refer to the school's website or contact the school directly.