



ENHANCE ACADEMY TRUST

## CHARGES AND REMISSIONS POLICY

Date Agreed (EAT)	September 2019
Date Presented to LGB	
Review Date (EAT)	September 2020

## **Pupils:**

### **1. Introduction**

- 1.1 Enhance Academy Trust believes that all education should be free at the point of access, and tries very hard, within its limited resources, and with the support of its academies, to support this philosophy.

### **2. Trips and Visits**

- 2.1 All trips and visits are part of the Academy curriculum unless parents are specifically informed otherwise. As such all pupils must go on the trips as they are an integral part of the class work at the time. Trips and visits are usually financed through the Academy account. Voluntary donations are often requested from parents to defray some of the costs. No pupil would be excluded from a trip because they had been unable to make a donation.
- 2.2 In some circumstances a teacher may wish to take a group or class on a trip which cannot be afforded by the Academy; in these circumstances voluntary donations will be asked for as usual, but if sufficient donations are not forthcoming the trip may have to be postponed or cancelled. In this situation all monies would be refunded to the parents who had made donations, and the teacher would either select another, less expensive venue or wait until Academy funds could provide the necessary support. If residential trips are planned contributions may be required to support the costs of board and lodgings.

### **3. Loss or Damage to Academy Property**

- 3.1 The Academy may ask parents to pay the cost of breakage and damage to items such as broken windows, damaged or lost reading books, especially if this is a result of a pupil's behaviour

### **4. Out of Hours Learning Activities**

- 4.1 Although every effort is made to avoid charges, the Academy has the discretion to charge for out of hours learning activities. Generally, charges will only be made where additional costs are incurred by the Academy in the running of such activities (e.g. additional staff to support the summer school to ensure correct pupil/adult ratios). Charges will also be made when pupils attend cookery club as the products made cease to be Academy resources and go home with the pupils.

## **Staff:**

### **1. Introduction**

- 1.1 Enhance Academy Trust acknowledges that there are legitimate reasons for staff to use Academy equipment for personal reasons.
- 1.2 The guidelines issued by The Trust are as follows:
  - Staff should ensure that equipment is maintained in good order when it is being used – if there are any problems these should be reported as soon as possible.
  - Staff may only borrow equipment upon completion and authorisation by the Headteacher of an “Academy Equipment Loan” form. If staff are taking equipment home to use they should first ensure that it is covered by their home insurance.
  - The charges listed below are adhered to.

## **2. Borrowing Equipment**

- 2.1 There is no charge for borrowing academy equipment, but the guidelines above must be adhered to. Any damage to equipment must be reported as soon as possible and the borrower will be liable for the cost of repairs. (see “acceptable use policy” ).

## **3. Private Use of Academy Telephones**

- 3.1 Private use of phones is not allowed unless in an emergency situation. If an emergency call is made the member of staff must inform the Business Manager who will calculate and collect the money for the cost of the call.

## **4. Private Photocopying**

- 4.1 Copies will be charged at the current rate at the time of copying. The member of staff must inform the Business Manager of the number of copies made. The Business Manager will then calculate and collect the money for the cost of the copies.

## **5. Private Use of Printers**

- 5.1 Print outs will be charged at the current rate at the time of printing. The member of staff must inform the Business Manager of the number of prints made. The Business Manager will then calculate and collect the money for the cost of the printing.

## **6. Private Use of the Internet**

- 6.1 The amount of actual time that staff have to use the internet is minimal because of the constraints of the academy day, so it is not academy policy to charge staff for use of the internet because this would not be cost effective.
- 6.2 If the academy internet is used, sites that that are professionally or socially unacceptable (e.g. depict violence, racism, sexually explicit material etc.) should not be accessed at any time.

## **7. Lettings**

- 7.1 It is the policy of Enhance Academy Trust that local interest groups and general community use of the academy should be encouraged and that the rates will be minimal, set on an individual basis according to the nature and type of activity. These rates would be set to reflect the actual cost to the academy (heating, use of equipment, etc.) as well as covering the costs of the caretaker's wages and cleaning.
- 7.2 Commercial activities should be charged at the rates recommended by the Trust at the time.
- 7.3 Both of the above will include payment for the caretaker to open and close the academy and to arrange the appropriate level of cleaning.