



THE PRIORY  
LEARNING TRUST

# Charging and Remissions Policy

**Policies approved by the Board of Trustees**

Signed:

Name: John W. Richardson

Date: 1.9.19

**Chair of Board of Trustees**

**Authorised for Issue**

Signed:

Name: NEVILLE COLES

Date: 1/9/19

**Executive Principal**

## History of Policy Changes

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Origin of Change e.g. TU request, change in legislation</b>	<b>Changed by</b>
September 2017	1	Rod Sibley	Creation of policy	
May 2018	2		Review of policy	Helen Burge & Angela Johnson-Scott
May 2019	3	Martin Kerslake	No change – review of policy	Martin Kerslake

This policy applies to The Priory Learning Trust and all its academies.

Date policy adopted	September 2019
Review cycle	Annual
Review date	May 2020

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## **1. Overview**

The purpose of this policy is to ensure The Priory Learning Trust (TPLT) applies a fair and equitable process for the use of academy premises, facilities and equipment across its member academies.

No charges will be made for admitting students to member academies and that education provided during academy hours shall be free unless specifically identified and made clear to parents/carers. Reasonable charges will be made where applicable for activities wholly or mainly outside of academy hours to cover associated costs. Where an activity cannot be funded without voluntary contributions this must be declared to parents/carers at the outset and the activity will not take place if parents/carers are reluctant to support it financially. The Principal/Headteacher of each academy has delegated power to intervene in the case of hardship and will act in a sensitive and swift manner to resolve the situation within the academy's budgetary constraints.

Income raised by the letting/hiring of a academy's premises, facilities and equipment will be retained by the member academy and used for the improvement of the academy and/or education of the students.

## **2. Applicability**

This Policy, and any other policy/document referenced herein, shall apply to any and every member academy of TPLT except where due to special circumstances the Executive Team waive this requirement.

## **3. Related Policies**

These should be read in conjunction with the following documents:

- Health & Safety Policy
- Health & Safety Arrangements
- Asbestos Management Policy
- Fire Policy
- Charging and Remissions procedure
- School Trips Policy

## **4. Process and Review**

TPLT and member academies will actively encourage local community groups and organisations to use academy premises, facilities and equipment at a reasonable rate. A list of charges, based on prevailing local market rates, shall be reviewed and published annually.

Users will be charged to replace/repair damaged or lost academy property. The cost shall be that which the academy incurs to replace or repair. The Business Manager will take all reasonable steps to recover these costs.

The Principal/Headteacher of each academy has the delegated authority to waive charges for appropriate charitable activities run by local organisations. The use of this discretion is to be reported at the next Business and Site meeting.

The responsibility for producing the list of charges on behalf of a member academy lies with the Business manager who will present it to the Business and Site sub-committee for approval at the first meeting of the academic year.

Responsibility for the implementation of the Policy and relevant procedures/process on behalf of a member academy lies with the Principal/Headteacher and/or their designated Leadership Team member.

Responsibility for monitoring the efficiency of the Policy and Procedures/Process within their Academy rests with the Academy Council.

A formal annual review of this policy will be carried out to reflect changes in TPLT's strategy and/or changes in legislation by the Executive Principal. Proposed changes to be approved by the Trustees.

