

Charging and Remissions Policy

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1. Aims

1.1 Footsteps Trust Academy aims to:

- i. Have robust, clear processes in place for charging and remissions
- ii. Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

2.1 This policy is based on Footsteps being an independent school that is an alternative provision, and advice from the Department for Education (DfE) on charging for Schools' activities and the Education Act 1996, sections 449-462 of which set out the law on charging for Footsteps activities in maintained Footsteps in England.

3. Definitions

3.1 Charge: a fee payable for specifically defined activities

3.2 Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing body

Responsibility for approving the charging and remissions policy has been delegated to the Site, Finance & Personnel Committee. The governing body also has overall responsibility for monitoring the implementation of this policy.

The determination of responsibility for any individual case arising from the implementation of this policy is delegated to the CEO/Principal.

4.2 The CEO/Principal

The CEO/Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff Our staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the CEO/Principal and/or Finance Officer of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

4.4 Parents/Carers

Parents/carers are expected to notify Footsteps of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made to referrers or, if appropriate, parents

5.1 Below we set out what Footsteps cannot charge for:

- Supply teachers to cover for those teachers who are absent from Footsteps accompanying Students on a residential visit

5.2 This list is not a complete list.

6. What Footsteps can charge for:

6.1 Below we set out what Footsteps can charge for:

- Core fees for a place on Footsteps course.
- Fees for additional support for a student
- 1-2-1 lessons, individual learning mentors
- Any materials, books, instruments, or equipment
- Music and vocal tuition, in limited circumstances
- Community facilities Education provided during Footsteps' hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside Footsteps' hours
- A syllabus for a prescribed public examination that the student is being prepared for at Footsteps
- Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the Student's parent/carer
- Entry for a prescribed public examination if the Student has been prepared for it at Footsteps
- Examination re-sit(s) if the Student is being prepared for the re-sit(s) at Footsteps

6.2 Optional extras

Footsteps can charge for activities known as 'optional extras.' In these cases, there can be a charge for providing materials, books, instruments, or equipment:

- Education provided outside of Footsteps time that is not part of the national curriculum or a syllabus for a prescribed public examination that the student is being prepared for at Footsteps
- Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at Footsteps

- Transport (other than transport that is required to take the student to Footsteps or to other premises where the local authority/governing body has arranged for the Student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (such as breakfast clubs, after-Footsteps clubs, and supervised homework sessions)
- Holiday or weekend sessions/clubs

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Cost of supporting staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.
- Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.
- In cases where a small proportion of the activity takes place during Footsteps hours, the charge cannot include the cost of alternative provision for those Students who do not wish to participate.
- Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Transport

- Transporting registered students to or from Footsteps premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing body or local authority has arranged for Students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at Footsteps
- Transport provided in connection with an educational visit

6.4 Residential visits

- Education provided on any visit that takes place during Footsteps hours
- Education provided on any visit that takes place outside Footsteps' hours if it is part of the national curriculum or a syllabus for a prescribed public examination that the student is being prepared for at Footsteps
- The above lists are not complete lists.

7. Education

- 7.1 Music Tuition. Footsteps can charge for vocal or instrumental tuition provided either individually or to groups of Students, provided that the tuition is provided at the request of the student's parent.

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A: The Footsteps Sports Academy, New River Sport and Fitness Centre, White Hart Lane, Wood Green, London N22 5QW

W: www.footstepstrust.com

- 7.2 Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition. Charges cannot be made:
- i. If the teaching is an essential part of the national curriculum
 - ii. For a Student who is looked after by a local authority
- 7.3 Residential visits Footsteps can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

8. Voluntary contributions

- 8.1 As an exception, Footsteps can ask for voluntary contributions from parents/carers to fund activities during Footsteps' hours which would not otherwise be possible.
- 8.2 Some activities for which Footsteps may ask parents for voluntary contributions include:
- i. Educational trips where Footsteps wishes to go beyond the expectation of the national curriculum
- 8.3 There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents are unable to pay. If Footsteps is unable to raise enough funds for an activity or visit, then it will be cancelled.

9. Activities that Footsteps charges for

- 9.1 Footsteps will charge for the following activities:
- i. Trips not essential to the Footsteps curriculum. At minimum, this will include cost for transportation and venue admission where applicable. On occasion it may be appropriate to include the cost of covering staff
 - ii. Examination entries. A charge will be levied in respect of examination entries for Students where Footsteps has not prepared the Student for the examination.
 - iii. Music Tuition. Footsteps can levy charges in respect of individual music tuition, and group music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.
 - iv. Activities outside Footsteps hours. No charge will be made for activities outside of Footsteps hours that are part of the National Curriculum or that form an essential part of the syllabus for an approved examination. If a student is prepared outside Footsteps hours for an examination that is not set out in regulations (the full list of which is available from Footsteps), a charge will be levied for tuition and other costs. For all other activities outside Footsteps' hours, a charge up to the cost of the activity will be levied.
 - v. Damage/Loss to Property. A charge will be levied in respect of willful damage, neglect, or loss of Footsteps property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as Footsteps may decide.
 - vi. A charge will be levied in respect of willful damage, neglect, or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to Footsteps.

The charge to be the cost of replacement or repair, or such a lower cost as Footsteps may decide.

- vii. Lettings. Footsteps will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Body Site, Finance & Personnel Committee. For users connected to Footsteps, the charge will be based on the site staff overtime costs and any other overheads. For more details, see Footsteps Lettings Policy
- viii. Other miscellaneous services. Footsteps may levy charges for miscellaneous services up to the cost of providing such services e.g., for providing a copy of an OFSTED report, Freedom of Information Act requests.
- ix. The above lists are not complete lists.

10. Remissions

10.1 In some circumstances Footsteps may not charge for items or activities set out in sections 7 and 9 of this policy. This will be at the discretion of the governing body and will depend on the activity in question.

10.2 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits can be granted a discount from paying the full cost of body and lodging for residential visits:

- i. Universal credit in prescribed circumstances
- ii. Income Support • Income Based Jobseekers Allowance
- iii. Support under part VI of the Immigration and Asylum Act 1999
- iv. 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
- v. The guaranteed element of State Pension Credit
- vi. An income related employment and support allowance that was introduced on 27 October 2008

Monitoring arrangements Footsteps Finance Manager monitors charges and remissions and ensures these comply with this policy.