



POLICY DOCUMENT

Charging and Remissions Policy

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March 2024

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Document Control	
Title	Charging and Remissions Policy
Purpose	To set out the areas in which will / will not be subject to charge.
Supersedes	Previous version
Amendments	Updates to the purchasing of school uniform
Related Policies/Guidance	
Author	Wot Principals
Approved Level	Local School Committee
Date adopted	March 2024
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Signature of CEO	<i>S. Murfin</i>
<p style="text-align: center;">Wise Owl Trust is a Multi Academy Trust Registered in England and Wales number 8053288 Registered Office: Trust House, c/o Seymour Road Academy, Seymour Road South, Clayton, Manchester, M11 4PR</p> <p>The Wise Owl trust has a number of Trust-wide policies which are adopted by all the academies in the Trust to ensure an equitable and consistent delivery of provision. The Trust Board has responsibility for the operation of all academies and the outcomes of all students; however, responsibility is delegated to the Local Governing Body of each school via the Scheme of Delegation.</p> <p>Within our policies reference to:</p> <ul style="list-style-type: none">• Governing Body/Governors relate to the members of the Local Governing Body representing the Trust Board, known at Wise Owl Trust as Local School Committee Boards.• School includes a reference to school or academy unless otherwise stated.• Headteacher includes a reference to Headteacher, Principal or Head of School of a school or academy.	



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Section A - Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

Section B - Details

The following areas will /not be subject to a charge and these are set out below:

School Visits/Visitors/Residentials

- School visits/visitors - no charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.
- School visits after school - may be chargeable
- Residentials - will be funded by the individual academies

Activities Outside School Hours

- No charge will be made for academy led club activities outside school hours.

Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.
- A charge will be levied in respect of wilful 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 the school. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

Other charges

- The Principal, Finance Risk & Risk Committee or Local School Committee may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

Catering

- Parents of pupils who are not in receipt of free school meals must not allow their account to become more than 2 weeks in arrears. Parents/carers can pay on-line as the Trust now operates in a cashless environment. Any arrears greater than 2 weeks will follow an agreed procedure to recover the debt.

Breakfast Club

- Wise Owl Trust provide a free breakfast club for pupils although numbers may be limited. This will be determined by the Local School Committee.



School Uniform

- Pupils receive a new school sweatshirt each September. Additional school uniform can be purchased online directly from the Trust's approved uniform supplier.

Nursery Fees

- If a child who is not resident in Manchester has a part time place in Nursery, they can elect to pay for the afternoon place. The amount to be paid will be determined by the Local School Committee but will be based on the Local Authority's early years funding formula.

Holiday Clubs

- Holiday Clubs may be available at individual academies. The amount to be charged will be determined by the Local School Committee/Trust. The Local School Committee has the discretion to offer free places to pupils to be funded through pupil premium or by revenue budget in order to meet the needs of individual children in special circumstances.

Remissions

- Wise Owl Trust is committed to providing educational visits/visitors free of charge to all pupils within its academies for all activities taking place during the school day.
- Visits taking place outside the school day may be chargeable but may be subsidised by the individual academy.

Section C – Other matters

Bad Debts

- Charges which are due to the school must be paid when due, or as per the terms stated on the on the invoice. In the event of non-payment, the school will follow an agreed procedure to recover the debt.