



**Twyford**  
**C of E**  
Academies Trust

<b>Document Title</b>	<b>Charging Policy</b>
<b>Committee Responsible for Policy</b>	<b>Resources Committee</b>
<b>Review Frequency</b>	<b>Every three years</b>
<b>Last Reviewed</b>	<b>June 2017</b>
<b>Next Review Due</b>	<b>June 2020</b>
<b>Policy Author</b>	<b>Director of Finance &amp; Operations</b>

## Assessment of the Impact of a Policy on Equality & Diversity

<b>Policy:</b> Charging Policy	
<b>Impact assessed by:</b> R Lane	<b>Date:</b> 12/6/2017
<p><b>1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?</b></p> <p>Significant potential. The Trust could charge more for activities primarily engaged in by students/groups with protected characteristics.</p>	
<p><b>2. How would this be evidenced?</b></p> <p>Through a review of charges or a complaint.</p>	
<p><b>3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else?</b></p> <p>Yes.</p>	
<p><b>4. If the answer to 3 is 'Yes', please provide details and evidence.</b></p> <p>Premises hire charges have not followed a formula. Faith/cultural groups hiring premises could have claimed that they were being discriminated against.</p>	
<p><b>5. How might the new policy change this?</b></p> <p>Although the policy still provides for different letting charges for different groups, there is now less potential for groups with protected characteristics to be charged more than other groups.</p>	
<p><b>6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else?</b></p> <p>No.</p>	
<p><b>7. If the answer to 6 is 'Yes', please provide details and evidence.</b></p>	
<p><b>8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test?</b></p> <p>Pass</p>	

# Charging Policy

## **1 Statement of Principle**

We charge for a range of services and goods/materials which we account for either through general funds or within the Private Fund. As a general rule we aim to recover the full cost of goods and services through our charges. There are some exceptions to this rule. Students eligible for the Pupil Premium or Bursaries are charged a concessionary rate and/or provided with a subsidy funded from the Pupil Premium or Bursary. Most goods and services provided to students are charged on a direct costs basis. An administrative charge not normally exceeding 10% may be added to this. Trust Directors reserve the right to vary the rates shown in exceptional cases.

## **2 Pupil Premium and Bursary Students**

Students for whom the Trust receives Pupil Premium funding (i.e. children claiming free school meals at any point in the last 6 years, looked after children or service children) are entitled to a £100 credit each year which can be used to pay for school trips or music tuition. Pupils currently eligible for free school meals are, in addition, entitled to a 20% discount on charges for trips and music tuition.

Sixth Form students eligible for the bursary support may receive help with fees and charges at the discretion of the Head or Deputy Head of the 6<sup>th</sup> Form.

## **3 Instrumental Tuition and Easter Revision Courses**

Instrumental tuition is charged at a rate which allows the School to cover the direct costs of provision and an administrative charge. Charges will be reviewed annually to reflect increases in the pay of the instrumental tutors, including those charged to us by EMS.

Similarly Easter revision courses will be charged at a rate which enables the School to recover the costs of staffing and relevant consumables. An administrative charge may be added.

## **4 Property Lettings**

Prices will be set at a level which enables the School to at least recover the costs of provision and to be consistent with market rates, if these are higher.

Prices are subject to annual increase in line with increases in our own cost base and also, if possible, to reflect trends in the market.

The following rates represent minimum charges. Higher rates may be charged where market conditions allow with the approval of the Associate Headteacher and Director of Finance & Operations.

Standard hourly charges for rooms at the date of this Policy are as follows:

Classrooms	£20/hour
Drama Studios	£30/hour

Performance Centre	£100/hour
Music Practice Rooms	£10/hour
Café/LRC/Study Centre/Chapel	£50/hour

Standard hourly charges at the date of this Policy for sports facilities are as follows:

Full Size ATP	£90/hour
Multi-use Games Area	£32/hour
Pitches/cricket wicket	£150/hour

Long-term anchor hirers are defined as organisations requiring weekly use of the premises over a period of at least a year and paying at least £1,500 per term at standard hourly charges.

Long-term anchor hirers pay 50% of standard hourly charges or £1,500 per term, whichever is greater.

Long term anchor hirers providing music tuition or other musical activities accessed by school students pay 15% of standard hourly charges or £1,500 per term, whichever is greater.

Charges for the long term hire of the Twyford Sports Centre through LB Ealing are subject to a separate agreement.

Where current charges for long-term anchor hirers differ from those specified in this policy, changes will be phased in over a 3 year period or by mutual agreement. From 1st September 2017, 33% of the change will be applied, from 1<sup>st</sup> September 2018 66% will be applied and from 1<sup>st</sup> September 2019 100% will be payable.

## **5 School Retail Enterprises**

All sales from Student Services of books, stationery, IT consumables and items of uniform will be at purchase cost, subject to minor rounding of prices. An administrative charge may be added.

## **6 Miscellaneous Income**

This covers income from a wide range of sources, including some invoiced external customers.

Pupils are charged at cost for the provision of ID cards and lockers. An administrative charge may be added.

Trust staff made available for duties at other schools or academic institutions, such staff will be charged at market rate or at the full cost of employment, including employers' superannuation and national insurance.

## **7 Exam Fees**

The School reserves the right to charge at cost for re-sits and unsuccessful remarks. Such charges will be subject to annual review in line with charges from the Exam boards.

However, where re-sits and remarks are at the behest of the School, there will be no charge.

## **8 Private Fund**

Prices set for trips and other activities for which the School charges should recover all the direct costs of provision and also an administrative charge.

## **9 Payment Methods**

The Trust seeks to administer its operations (including arrangements for receiving fees and charges) as cost effectively as possible. This means that we strongly encourage or only permit payment by ParentPay for some fees and charges.