



THE PRIORY
LEARNING TRUST

Charging and Remissions Policy

Approved and Authorised for use by the Trust Board 18th July 2023.

History of Policy Changes

Date	Version	Author	Origin of Change e.g. TU request, change in legislation	Changed by
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
June 2020	4	Mark Antoine	Review	Mark Antoine
July 2021	5	Mark Antoine	Review Remove 'Business Manager'. Add 'Academy Operations Manager (AOM)' Added 'GAG Pooling Policy' in the list of related policies.	Mark Antoine
June 2022	6	Mark Antoine	Review. No changes.	Mark Antoine
May 2023	7	Mark Antoine	Review. No changes.	Paula Higginson & Mark Antoine

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

Date policy adopted	September 2023
Review cycle	Annual
Review date	June 2024

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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 school premises, facilities and equipment across its member academies.

No charges will be made for admitting students to member academies and that education provided during school 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 school 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 of each school 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 school's budgetary constraints.

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

2. Applicability

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

3. Related Policies/Documents

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
- GAG Pooling Policy

4. Process

TPLT and member academies will actively encourage local community groups and organisations to use school 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 school property. The cost shall be that which the school incurs to replace or repair. The Academy Operations Manager (AOM) will take all reasonable steps to recover these costs.

The Principal of each School 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 Academy Council meeting.

The responsibility for producing the list of charges on behalf of a member school lies with the AOM who will present it to the Academy Council 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 school lies with the Principal and/or their designated Leadership Team member.

Responsibility for monitoring the efficiency of the policy and procedures/process within their school rests with the Academy Council.

5. Review

This policy is reviewed annually by the Trust and where materially amended is consulted on, where necessary. We will monitor the application and outcomes of this policy to ensure it is working effectively.