

# Hartlepool Aspire Trust

(Catcote Academy & Catcote Futures)

## Charging and Remissions Policy

## **Hartlepool Aspire Trust (Catcote Academy and Catcote Futures) Charging and Remissions Policy**

Originator: Sara Clayton

Date: Mar-21

Reviewer: Louise Robson

Date: Mar-21

Approver: Finance & Audit Committee

Date: Jul-21

<b>Issue</b>	<b>AMENDMENT</b>	<b>IMPACT LEVEL</b>	<b>DATE</b>
1	First Issue – unchanged from Catcote version, so minor impact.	Minor	Sept-2013
2	Added materials/ingredients and CF	Minor	Jul-19
3	Third Issue – reviewed and responsibilities changed	Minor	Mar-21



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## 1 Introduction

This document sets out the policy of Hartlepool Aspire Trust and its associated organisations (Catcote Academy and Catcote Futures) on charging for services and the circumstances under which charges may be waived (remissions).

The provisions of the Education Act 1996 (Section 457) [1] will be followed.

## 2 Policy

### 2.1 Charges

Charges may be made for the following activities:

- (a) The cost of residential visits including board and lodgings
- (b) The proportionate costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - 1. Travel
  - 2. Materials and equipment
  - 3. Staff costs
  - 4. Entrance fees
  - 5. Insurance costs
- (c) Individual specialist tuition e.g. in the playing of a musical instrument, where this has been requested by parents/carers
- (d) Re-sits for public examinations where no further preparation has been provided by the Trust
- (e) Costs of non-prescribed examinations and preparations for such examinations outside Trust areas
- (f) Provision of material/ingredients for subjects such as Art and Design and Food Technology where students take home the finished product
- (g) Any other education, transport or examination fee unless charges are specifically prohibited
- (h) Deliberate damage to the Trust buildings or resources.

### 2.2 Catcote Futures

Charges are made for the provision of education and related care. Invoices are issued termly (one third of the annual charge) in advance.

### 2.3 Lettings

The Lettings Policy [2] details charges made for the letting of the Trust's facilities including sport and fitness areas, hall and meeting rooms, water and rebound therapy and caravan.

## 2.4 Remissions

If the school receives pupil premium for a student and/or parents are in receipt of income support benefits, where possible the school will consider reducing the charge for board and lodging where otherwise applicable to residential activities

## 3 Review Period

This policy shall be reviewed every 2 years and revised if necessary. The document will be approved by the board of Trustees.

## 4 Definitions / Abbreviations

Term	Meaning
HAT	Hartlepool Aspire Trust

## 5 Records

The following records are produced as a result of implementation of this Policy:

Description	Form Number	Retention Period	Storage Location

## 6 References

- [1] [Education Act 1996](#) (Section 457).
- [2] CA/POL/FAC/04 Lettings Policy