Endeavour
Multi-Academy Trust

CHARGING AND REMISSIONS POLICY

Endeavour Multi Academy Trust

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Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Trust is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and the Trust.

Definitions

Community Facilities – activities which the Trustees do not feel is of direct educational benefit to children at the school.

Extended School Provision – provision of childcare outside the standard school day where it is optional as to whether the child attends.

External Lettings – letting to an organisation other than the school.

Remission – where a charge is not payable, either in full or in part.

Prohibition of Charges

Endeavour Multi Academy Trust recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

- entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- education provided on any trip that takes place during school hours.
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- transporting registered pupils to or from the school premises, where the Local Education Authority has a statutory obligation to provide transport.
- transporting registered pupils to other premises where the Local Governing Board or Local Education Authority has arranged for pupils to be educated.
- transport that enables a pupil to meet an examination requirement when s/he has been prepared for that examination at the school.
- transport provided in connection with an educational trip.

Charges

Schools are able to charge for the following:

(a) board and lodging on residential visits (not to exceed the costs).

(b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

  (i) travel
  (ii) materials and equipment
  (iii) non-teaching staff costs
  (iv) entrance fees
  (v) insurance costs

(c) individual or group tuition in the playing of a musical instrument (where the teaching of music tuition is not part of the entitlement curriculum)
(d) re-sits for public examinations where no further preparation has been provided by the school.
(e) costs of non-prescribed examinations where no further preparation has been provided by the school.

(f) any other education, transport or examination fee unless charges are specifically prohibited.
(g) breakages and replacements as a result of damages caused wilfully or negligently by pupils.
(h) extra-curricular activities and school clubs.
(i) Letting of the school premises or grounds.
(j) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision.
(k) Charges for materials or ingredients where the pupils wish to have the finished product.
(l) Cost of transport to take part in work experience.
(m) School uniform.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made.
- whether any remission is to extend beyond the statutory minimum.
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined.
- arrangements for education where the parents fail to pay the charge being levied by the school.
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey.
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation.
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary.
- for lettings, the charge should at least cover the cost, including:
  Services (heat & light)
  Staffing (security, caretaking & cleaning)
  Administration
  Wear & tear
  Waste disposal (a refundable deposit may be taken)

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

a) Income Support
b) Income Based Job Seekers Allowance
c) Income Related Employment and Support Allowance
d) Eligible for Child Tax Credit **but not** Working Tax Credit and the household income is not more than £16,190
e) The Guarantee Element of State Pension Credit
f) Support under part VI of the Immigration and Asylum Act 1999
g) Working Tax Credit 'run on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
h) Universal Credit and the net household income is not more than £7,400

Parents will be invited to make a voluntary contribution for the following:

a) Christmas Trips
b) Curriculum Activities e.g. food technology
c) Donation towards Exam Books
d) Horse Riding
e) Educational Visits
f) End of Year Trips
g) Extra Curriculum Activities
h) Fund Raising
i) Nurture and Life Skills
j) Social Training
k) Sponsored Charities

The terms of any request made to parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents/carers:

a) that the contribution is genuinely voluntary, and a parent/carer is under no obligation to pay; and

b) that registered pupils at the school will not be treated differently according to whether or not their parent/carers have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/carers are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.