



# **Enable Trust**

## **Charging and Remissions Policy**

Reviewed & Approved by: Finance & Operations Committee

Date of Policy: January 2019

To be reviewed: January 2022

## **1. Introduction**

- 1.1. Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreement to comply with the law on charging for school activities.
- 1.2. All education during Academy hours is free. We do not charge for any activity undertaken as part of the Enable Trust Curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

## **2. Aims**

To set out:

- 2.1. To set out what charges will be levied for activities, and that they are clear and fair.
- 2.2. The circumstances under which voluntary contributions will be requested from parents/carers and
- 2.3. The remissions that will be implemented.

## **3. Voluntary contributions**

- 3.1. Parents/carers may be invited to make a voluntary contribution towards the cost of the following, this list is not exhaustive:
  - To enhance and support learning activities within a curriculum area for example home economics/cookery and Design & Technology.
  - Provision of drinks and snacks at break-times.
  - To support education trips and visits which enrich the curriculum and educational experience of pupils including visits to the theatre, outdoor adventure activities, sporting activities
  - Musical events.
  - Associated travel costs
- 3.2. The terms of any request made to parents/carers will specify that the request for a voluntary contribution 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 is under no obligation to pay; and
  - b) That pupils will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.
  - c) If insufficient voluntary contributions are received the school reserves the right to cancel the event. The responsibility for determining the level of voluntary contribution is delegated to the designated Visits Co-ordinator at the school.

3.3. If a parent wishes their child to take part in an Academy trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the Academy pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The Academy provides this information on request.

#### **4. Residential visits**

4.1. If the Academy organises a residential visit in Academy time or mainly Academy time, which is to provide education directly related to the curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. In addition, if the residential trips are over a weekend then some of the activities may also be charged for as they are additional to the main curriculum. This cost must not exceed the actual cost of the provision.

4.2. If parents/carers are experiencing financial difficulty and in receipt of support payments they are invited to write in confidence to the head teacher of their child's Academy/may be entitled to a remission of these charges at the discretion of the Head Teacher.

#### **5. Remissions**

5.1. Students whose parents/carers are in receipt of government support payments may, 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.

5.2. The relevant support payments are:

- Universal Credit (UC)
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part V1 of the immigration and Asylum Act 1999
- The guarantee element of the State Pension Credit
- Child Tax Credit, provided that Working Tax credit is not also received and the family's income (as assessed by HMRC) does not exceed the limit for that tax year
- An income related employment and support allowance

5.3 Parents/carers who believe that they may qualify for this remission must apply in writing to the Head teacher. Complete confidence will be observed in all such matters.