



# Enable Trust

## Charging and Remissions Policy

### ***Our Vision***

*Achieving More Together*

### ***Our Mission***

*Working together passionately to achieve the best outcomes for our SEND children and young people*

Ratified by:	Finance & Audit Committee Board of Trustees
Ratification Date:	Jan 2019
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## Version Control

Version	Date	Amendments
1.0	Jan 2019	Creation of policy
1.1	Jan 2022	Insert Contents page, policy re-written.

## **1. Policy Aims**

To:

- 1.1. Have robust, clear and fair processes in place for charging and remissions
- 1.2. Clearly set out the types of activity that can be charged for and when.
- 1.3. Clearly set out the circumstances under which voluntary contributions will be requested from parents/carers and when.

## **2. Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and Articles of Association.

## **3. Definitions**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## **4. Roles and responsibilities**

### **4.1 The Board of Trustees**

The Board of Trustees has overall responsibility for approving the charging and remissions policy. Responsibility for approving the charging and remissions policy and monitoring the implementation of this policy has however been delegated to the Finance & Audit Committee.

### **4.2 Director of Finance & Operations (DFO)**

The DFO is responsible for ensuring that Headteachers and staff are familiar with the charging and remissions policy, and that it is being applied consistently. The DFO will provide staff with appropriate training in relation to this policy and its implementation.

### **4.3 Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the DFO of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

#### 4.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

### 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

#### 5.1 Education

- Admission applications
- 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 Enable Trust/School curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

#### 5.2 Transport

- Transporting pupils to or from the school premises, where the School/Trust has a statutory obligation to provide transport
- Transporting pupils to other premises where the School/Trust has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit.

### 5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The Enable Trust/School curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
  - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## 6. Where charges can be made

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The Enable Trust/School curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

- Transport (other than transport that is required to take the pupil to school or to other premises where it has arranged, by the School for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### 6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme

- For a pupil who is looked after by a local authority

#### 6.4 Residential visits

- We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.
- If a residential trip is over a weekend, some of the activities may also be charged for as they are additional to the main curriculum.

### 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. 7.1 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

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 or excluded from an activity 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.

On occasions the Schools pays additional costs in order to support an activity or visit. Parents/carers have a right to know how each trip is funded. The School provides this information on request.

## **8. Activities we charge for**

There are no regular activities undertaken the schools charge for.

## **9. Remissions**

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 school. They may be entitled to a remission of requested contributions or charges at the discretion of the Head Teacher.

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

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.