



Charging and Remissions Policy

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1 Aims of this Policy

Endeavour MAT is committed to the principle of free education and recognises the valuable contribution that a wide range of activities, including school visits and residential experiences, can make towards all aspects of students' education.

The aims of this policy are to:

- ensure that all students have full and free access to a broad and balanced curriculum;
- establish a clear framework for funding optional activities and extras through appropriate contributions and charges; and
- ensure parents on low incomes (or in receipt of specific benefits) are aware of the support available to them

2 Ensuring Free Access to a Broad and Balanced Curriculum

All Endeavour MAT Schools will ensure that all activities that are an essential part of the curriculum, plus religious studies, will be provided free of any charges.

Additionally, there will be no charges for any activity that is an essential part of the syllabus for an approved public examination for which a student has prepared at an Endeavour MAT School, unless the student fails without good reason, to complete the requirements for taking the examination.

Where the provision of essential educational activities requires a residential visit Endeavour MAT Schools will only charge for the provision of board and lodgings. The charge will reflect the cost to the School of providing these elements of the visit and will be charged equally per pupil participating.

3 Funding for Optional Activities and Extras

Endeavour MAT recognises and values the importance of activities that, while not an essential part of the curriculum, add value and enjoyment to the educational experiences of students. Such optional activities include trips, music tuition, externally facilitated events and the option to own (rather than borrow from the school) materials, textbooks, art materials, instruments and equipment (for example lab coats, dictionaries, calculators, aprons and small quantity larger ingredients for food technology).

In order to be able to offer such optional extras and activities Endeavour MAT Schools will ask for contributions or make charges as follows.

Each Endeavour MAT school will maintain on its website an up to date schedule of optional activities and extras for which it requests contributions or makes charges. Any and all such contributions or charges will be calculated such as to cover the costs of the provision and not such as to make a profit.

All contributions or charges in respect of optional extras and activities will be entirely voluntary on the part of parents. Pupils of parents who do not make such contributions will be treated no differently from those who have and provision to remain at school and cover that particular curriculum area will always be made for students not attending optional school trips.

If the costs of an optional activity (often a trip) cannot be met through voluntary contributions the activity will be cancelled, as no parent choosing to contribute will be asked to subsidise others.

4 Charges

The Endeavour MAT Board of Trustees has authorised schools within the Trust to make charges, at cost, in the following circumstances:

- Provision of board and lodging on residential trips
- Trips offered as optional activities
- Individual/ small group music tuition (though these will generally be payable directly to the provider)
- Activities provided outside school hours and which are not provided as part of the curriculum
- The option to own, rather than borrow items from the school
- Examination fees for entering students for examinations which are not prescribed public examinations
- Examination fees for entering students for prescribed public examinations in a syllabus other than that for which they have been prepared at an Endeavour MAT school
- Exmainations for which preparation has been undertaken outside school hours for non-prescribed public examinations
- Re-sit examination entry where no further preparation has been provided by an Endeavour MAT school and this is at the express request of the student/ parent
- Loss (including non-return), damage or breakage of property of an Endeavour MAT school as a result of pupil's behaviour or negligence (for example a nominal £5 will be charged for replacement of a student's ID card); and
- Refundable deposits in respect of specified items of school property (examples include locker keys, locker padlocks) will be collected by Endeavour MAT schools and returned no later than the end of the final year of study of the student.

Each Endeavour MAT school will publish a list of charges for applicable activities on its website. These charges will be reviewed and approved by the relevant Local Governing Body annually at the start of the school year and charges will reflect no more than actual or replacement cost.

5 Support Available to Parents on Low Incomes

Endeavour MAT schools will fund the cost of any charges for board and lodgings in respect of essential visits that are a required part of the curriculum (or religious studies) if a parent is in receipt of:

- 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 guarantee element of Pension Credit;
- Child Tax Credit (provided Working Tax Credit is not also received and the family income does not exceed the relevant amount as assessed by HMRC);
- Working Tax Credit run-on paid for 4 weeks after qualification for Working Tax Credit ends; or
- Universal Credit in certain circumstances, with household income less than the relevant amount as assessed by HMRC.

Students receiving support from Pupil Premium funding (but not necessarily meeting the above criteria) will also be eligible for funding for certain activities and are encouraged to contact the school for advice.

For trips which are not residential or a required part of the curriculum, parents on low incomes may request assistance from the school, but this will be subject to the local availability of funds and cannot be guaranteed

6 Contributions to Enhancing Learning Funds (ELFs)

Parents of children at Endeavour MAT Schools will be given the opportunity to make a voluntary contribution to a fund held by the school, for the pupils of the school for the purpose of enhancing the learning experience (known as Enhancing Learning Funds or ELFs). These funds are to be used for the benefit of pupils in activities including fully subsidising trips, speakers & events that enrich learning; developing the learning environment; School Council initiatives and to support other enrichment activities from which all students will benefit.

ELFs will also hold the small surpluses occasionally generated by optional trips and extras which are not cost effective to individually refund to parents once final charges are received.

There is no obligation for parents to make voluntary contributions to ELFs and pupils will not be treated differently if their parents choose not to.

Each Endeavour MAT school will advertise this opportunity to parents annually.

7 Trip and Activity Refunds

All initial deposits for school trips/ activities/ items will be non-refundable and parents will be informed of this when they are provided with initial information about the trip.

In the event that a trip/ activity has to be cancelled by the school due to unforeseen circumstances parental contributions will be refunded.

In the event that a trip is cancelled by a third party due to unforeseen circumstances parental contributions will be refunded to the maximum reimbursed to the school/ obtainable under any applicable insurance depending on the circumstances.

In the event that a student or their parent cancels the student's place on a trip/ activity (other than for reasons covered by insurance) and this place can not be filled by another student, a refund will not normally be made. The circumstances in each case will be considered and all students and their families will be treated fairly.

In the event that a trip or activity costs less than originally anticipated a refund will be made to parents if the excess is greater than £5 per pupil.

8 Regulations and Guidance Informing this Policy

The policy has been informed by sections 449-462 of the Education Act 1996 and the Department for Education guidance document Charging for School Activities, May 2018.