

GOWERTON SCHOOL



CHARGING & REMISSIONS POLICY

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities in Gowerton School. The policy has been drawn up in accordance with Sections 449-462 of the Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by Local Authorities.

PROCEDURES FOR TEACHING STAFF

Before entering into any correspondence or conversation with parents regarding levying a charge or requesting a voluntary contribution, colleagues must discuss the matter with the headteacher. This discussion should take place early in the planning stage.

If the charge or contribution is for a school visit the procedures in the Educational Visits – All Wales Guidance, published by the WAG, must be followed exactly.

CIRCUMSTANCES WHERE NO CHARGE IS MADE

No charge will be made for:

Education in School

- Education provided wholly or mainly during school hours.
- Admission to school for children of compulsory school age.
- Activities which are part of the National Curriculum, or are part of a prescribed examination syllabus, or part of Religious Education.
- The supply of any materials, books and instruments or other equipment.

Transport

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Body or LA has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the National Curriculum.

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 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Music Tuition

- Children learning to play musical instruments as part of the National Curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education; or
- Cost associated with preparing a pupil for an examination.

Examination Fees

- Entry for a prescribed examination, if the pupil has been prepared for it in the school or for the examination re-sits if the pupil is being prepared for the re-sits at the school.

CIRCUMSTANCES WHERE THE SCHOOL MAY CHARGE PARENTS

Optional Extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

Education

- Activities which take place mainly or wholly out of school time if they are not part of the National Curriculum, nor part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.
- Materials used in practical subjects and project assignments, provided parents have agreed in advance that they or the pupil wishes to keep the finished product, e.g. ingredients or materials.

Music Tuition

- Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the National Curriculum or a public examination syllabus being followed by the pupil.

Transport

- Transport that is not required to take the pupil to school or to other premises where the Governing Body have arranged for the pupil to be provided with education.
- Incidental transport, where a pupil travels from home to a sanctioned activity, not provided by the LA or school (e.g. for work experience), the parent will be required to pay the cost of the transport in full where the activity is less than 3 miles from home. The LA will cover the cost of transport where the activity is in excess of 3 miles from the pupil's home.

For further information on school transport please see the LA's *Home to School Transport Policy*.

Examination Fees

The cost of entering a pupil for public examinations will be charged to the parent only if:

- The examination is on the set list, but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the pupil to take it.
- A pupil fails, without good reason or a valid medical reason, to complete the requirements of any public examination where the Governing Body or LA originally paid or agreed to pay the entry fee.

Residential School Trips

A charge can be made for accommodation and food costs for any residential school trip involving an overnight stay which is arranged for registered pupils at any maintained school, by or on behalf of, the Governing Body or the LA. The charge will be the actual cost of provision for the pupil concerned or any lesser charge as may from time to time be determined by the LA.

Schools are legally required to have in place a policy for the complete remission of any charges that would otherwise be payable in respect of accommodation and food provided for certain pupils on residential trips

Board and Lodging

- The cost of board and lodgings for residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging, (see page 6 of *Guidance for Governing Bodies on Charging for School Activities*).

Voluntary Contributions

Headteachers or Governing Bodies may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

Voluntary contributions in cash or kind may be made by parents on the clear understanding that:

- There is no legal obligation to make a voluntary contribution;
- Pupils will not be excluded through parents' inability or unwillingness to pay;
- Pupils of parents who cannot contribute will not be treated any differently; and
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Remissions

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for any residential school course or camp. The residential course must be a necessary part of the National Curriculum or agreed course for RE or form part of the syllabus for a prescribed examination for which the school is preparing the pupil:

- a) Income Support
- b) Income Based Jobseeker's Allowance
- c) In receipt of any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such tax credit, as may be prescribed by regulations from time to time for any period or partly comprised in the time spent on the trip. Currently the following are prescribed:
 - i) Support under Part 6 of the Immigration and Asylum Act 1999;
 - ii) Child Tax Credit, providing Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue & Customs) does not exceed £16,190 (for 2011/12) i.e. children who are eligible for Free School Meals;
 - iii) Income Related Employment and Support Allowance.
- d) Guarantee element of the State Pension Credit.

The Governing Body may wish to remit in full or in part, the cost of other activities for certain parents in certain circumstances.

Supplementary Information

Uniform, PE Kit, Calculators, Pens etc., Aprons

Parents may be invited to equip their child with items of personal equipment intended to be used solely by their child.

Breakages and Damage

Where a pupil's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the school's discretion.

POLICY NAME: Charging & Remission

REVIEWED BY: Business & Resources

DATE REVIEWED: Summer 2019

DATE TO FGB: Summer 2019

SIGNED: Morrison W. Frew.

PRINT NAME: Mr Morrison Frew

DATE NEXT DUE TO BE REVIEWED Summer 2022