

Ysgol Bro Cinmeirch



Charging and Remissions Policy

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Signed: S Owens (Chair of Governors)

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Links with other Policies & Documents:

1. Lettings Policy
2. Financial Control Policy

1. Introduction

The purpose of the policy is to ensure there is clarity over those items or activities that Ysgol Bro Cinmeirch will provide free of charge and for those items and activities where there may be a charge.

The policy has been created according to Sections 449-462 of the Education Act 1996 which explain the law about the charges that can and cannot be made for activities in schools maintained by local authorities.

2. Roles and Responsibilities

The Governing Body and Head Teacher will ensure that all members of staff are familiar with and correctly apply this policy. The Governing Body will review the policy from time to time to ensure that it meets with current guidance from Welsh Government.

3. Circumstances where charges are not raised

3.1 Education in School

- Education provided wholly or mostly during school hours.
- Cases of receiving compulsory school aged children into the school.
- Activities that are part of the National Curriculum, or a part of a special examination syllabus, or part of religious education.
- Any materials, books and instruments or equipment provided.

3.2 Transport

- Transporting registered pupils to and from the school site, if the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to another site where the governing body or the local authority have arranged for the pupils to be taught.
- Arranging transport that enables a pupil to meet examination requirements, when he has been prepared for that examination in the school.

3.3 Residential Educational Visits

There will be no charge for:

- Education provided on any educational visit that takes place during school hours.
- Education provided on any educational 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; and
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential educational visit.
- Use of the school vehicles during the school day.

3.4 Musical Instrument Training

- Children who are learning to play musical instruments as part of the National Curriculum, or part of a syllabus for a specific public examination for which the pupil is being prepared by the school, or part of religious education; or
- The cost involved in preparing a pupil for an examination.

3.5 Examination fees

The registration fee for a specific public examination, if the pupil has been prepared for it in the school, or the registration fee for re-sitting an examination if the pupil is being prepared for the examination in question in the school, with the exception of students who elect to re-sit an examination.

4. Circumstances When The School May Charge Parents

4.1 Additional Optional Activities

A charge can be made for other activities called optional activities. When an extra optional activity is provided, a charge can be made as follows for the provision of materials, books, instruments or equipment:-

4.2 Education

- Activities that take place wholly or mostly outside school time, if they are not part of the National Curriculum, part of a syllabus for a specific public examination for which the pupil is being prepared in the school, or part of religious education.
- Materials used in practical subjects and project assignments, on condition that the parents have agreed beforehand that they or the pupil wish to keep the finished product, e.g. ingredients or materials.
- For Post 16 courses, a deposit will be charged for textbooks in all subjects. At the end of the course, if the textbooks are undamaged, this will be refunded.

4.3 Musical Instrument Training

Musical instrument training provided to individual pupils, or a group of a maximum of four pupils, if the teaching is not part of the National Curriculum or a public examination syllabus that the pupil is following.

4.4 Transport

Transport that is not needed to take the pupil to the school or other site where the governing body has arranged for education to be provided for the pupil.

4.5 Examination Fees

- The examination is on the prescribed list, but the pupil was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranges for the pupil to sit it.
- The pupil fails, without good reason, to meet the requirements of any public examination, when the governing body or the local authority have paid or agreed to pay the registration fee originally.

4.6 Food and Accommodation

The cost of food and accommodation for residential trips, even when the trips take place mainly during school time. (Pupils whose parents receive certain benefits will be exempted from paying the cost of food and accommodation, see page 4).

The school will charge for:

- Board and lodging (the charge will not exceed the actual costs).

5. Voluntary Contributions

Although schools cannot charge for activities that take place during school time, it is possible to ask for voluntary contributions from parents for activities that supplement the normal school curriculum. We will ask parents to make a voluntary contribution towards costs of trips; visits or activities during the school day which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. Participation in any optional activities will be as a result of parental choice and a willingness to meet the charges.

Requests to parents for voluntary contributions will state:-

- that there is no legal obligation to make a voluntary contribution;
- that pupils will not be left out because of their parents' inability or unwillingness to pay;
- that children of parents who cannot contribute will not be treated differently in any way; and
- That the activity will be cancelled if there are not enough voluntary contributions to make the activity possible, and if there is no way to make up the shortfall.

Requests for voluntary contributions connected with individual pupils cannot include any element of subsidy for any other pupils who wish to take part in the activity, whose parents are unwilling or unable to pay the full charge.

From time to time the school may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances the school may ask for a voluntary contribution from parents.

6. Refraining From Charging

Parents who can prove that they receive the following benefits will be exempted from paying the cost of food and accommodation on a residential trip:-

- a. Income Support.
- b. Job seekers allowance based on income.
- c. Any other benefit or allowance, or if they are entitled to any tax credits under the Tax Credits Act 2002 or an element of such a tax credit, as regulations note from time to time, for any period that is related fully or partly to the time spent on the trip.

At present the following are noted:-

- Support from Part 6 of the Immigration and Asylum Act 1999.
- Child Tax Credits, on condition that the individuals in question also receive Working Tax Credits and that the family income (according to an assessment by Her Majesty's Revenue and Customs) is not more than the annual published amount allowable (i.e. children who are entitled to have free school meals).

The governing body may want to refrain from charging parents, wholly or partly, for the cost of other activities in specific circumstances.

7. Additional Information

School uniform, physical education kit, calculators, resources, aprons - Parents can be invited to provide items of personal equipment for their child that is intended to be used by their child only.

Breaking and Damaging Property - If a student's behaviour causes damage to school property or equipment, the parents can be asked to pay for the necessary repair work or to pay for the purchase of new equipment. Every incident should be treated on its own merits and as the school sees fit.

Additional Therapies

Where the school provides additional or supplemental therapies e.g. Music, Art and Play, by independent specialists, which do not form part of the National Curriculum. Where these therapies do not form part of the pupil's Education, Health and Care plan, or Statement of Educational need, these therapies will need to be funded by parental contribution, or other sources of funding e.g. Denbighshire County Council additional funding streams or charity funding.

ParentPay - Ysgol Bro Cinmeirch are a cashless school therefore we collect all payments from parents/guardians using the online system 'ParentPay'.

Lettings Policy - Please see the schools' Lettings Policy as is referenced on the contents page, for more information on charges related to the use of the school site.

8. Remission

If a pupil is in receipt of Free School Meals, the parent/guardians may be entitled to some financial support to help towards the cost of residential school trips. This support is known as remission, and is a reimbursement of the cost of board and lodging, on a school trip where the pupils spend one or more nights away from home.

Denbighshire County Council no longer provide this support, but some schools have a policy which allows you to claim remissions on a particular trip.

The Governing Body have agreed that pupils who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Head Teacher, so that no child is discriminated against. All applications for support or special consideration should be made direct to the Head Teacher.

9. Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, less any charitable funding or donations, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.