

BRYN-Y-DERYN



CARNEGIE CENTRE
Gyfleoedd ar gyfer newid a
Ilwyddiant
opportunities for change and success

Charging and Remission Policy 2022-2025

1.0 INTRODUCTION

- 1.1 Sections 449-462 of the Education Act 1996 set out the law regarding what charges can and cannot be made for activities in schools maintained by Local Authorities in Wales. The 1996 Act prescribes what activities governing bodies may and may not charge for when taking place during or outside school hours, including residential activities.
- 1.2 This policy has been formulated in accordance with guidance from the Welsh Government
- 1.3 The aim of the policy is to set out what charge will be levied for activities and the letting of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.
- 1.4 The Management Committee of the school are responsible for determining the content of the policy and the Headteacher the implementation.
- 1.5 The Management Committee acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet that cost.
- 1.6 This policy will be reviewed annually

2.0 CIRCUMSTANCES WHERE CHARGES CAN AND CANNOT BE MADE

2.1 Circumstances where no charge is made

The Management Committee of the School recognise that legislation prohibits charges for the following:

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 part of a prescribed examinations 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 Local authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the Management committee or Local Authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school
- transport provided in connection with an educational trip 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 trip

Music Tuition

- pupils 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 at the school or part of religious education
- cost associated with preparing a pupil for an examination

Examination Fees

- entry for a prescribed public examination, if the pupil has been prepared for it at the school or for examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

2.2 Circumstances where the School may Charge

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

Education

- activities which take place mainly or wholly out of school time if they are not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupils 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 wish 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 Management Committee have arranged for the pupil to be provided with education

Examinations

No charge will be made for entry to a public examination except where

- 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
- the pupil fails, without good reason, to complete the requirements of any public examination where the Management Committee or local authority originally paid or agreed to pay the entry fee
- candidates will usually be expected to pay for re-sit examinations, with the exception of cases where the school has provided scheduled time for the preparation of candidates for these examinations. Individual cases will be looked at on merit. Where candidates are required to re-sit they will be reimbursed if their grade improves

Board and Lodgings

- the cost of board and lodgings for residential trips, even when taking place largely during school time. The cost will not exceed the actual cost of the provision, and prior written confirmation from the parent is required that he/she is willing to pay the charge

Breakages and Damage

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

2.3 Remissions

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodgings of a residential trip:

- Income Support
- income-based Job Seeker's Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the current value
- Income Related Employment and Support Allowance
- guarantee element of the State Pension Credit
- Universal Credit

Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum. Contributions may be sought to meet the cost of:

- travel
- board and lodgings
- materials and equipment
- non-teaching staff costs
- entrance fees
- insurance costs

Requests to parents for voluntary contributions will state that:

- there is no legal obligation to make a voluntary contribution
- pupils will not be excluded through parent's inability or unwillingness to pay
- pupils of parents who cannot contribute will not be treated any differently
- 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
- requests made for voluntary contributions in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge

3.0 Charging for the use of School Premises


- 3.1 The school budget cannot be used to subsidise non-school activities, and community use of the school must at least cover the cost of letting the school to community groups. The charges set by the school cover the cost of opening the school, including the cost of caretaker time and utilities.
- 3.2 The charges to be levied from the hire of school premises are determined by the Local Authority

Equal Opportunities

The Head of Centre will ensure that the school's equality assessments are observed in implementing the policy.


Date ratified: June 2019

Dates reviewed and or amended: annually

Signed: 

F. Simpson

Head of Centre

Signed: 

J. Heerey

Chair of Management Committee