Charging and Remissions Policy

Ffederasiwn Ysgolion **Llanidloes** Schools' Federation

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Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities in the Llanidloes Schools' Federation. 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.

Circumstances where no charge is made

No charge will be made for:

1. Education in school

- education provided wholly or mainly during school hours;
- admission to school for children of compulsory school age;
- activities which are an essential part of the school 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.

2. Transport

- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transport provided in connection with an off-site educational visit which is an essential part of the school curriculum.

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 an essential part of the school 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.

4. Music tuition

- children learning to play musical instruments required as an essential part of the school 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;
- costs associated with preparing a pupil for an examination.

5. Examination fees

Entry for a prescribed public examination if the pupil has been prepared for it at the school or for examination re-sit 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:

1. ***Education***

    - activities which take place mainly or wholly out of school time if they are not an essential part of the school 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 that they or the pupil wish to keep the finished product for example, ingredients or materials.

2. ***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 an essential part of the school curriculum or a public examination syllabus being followed by the pupil.

3. ***Transport***

    Transport that is not exempt from charge.

4. ***Examination fees***

    - all associated examination costs where the pupil was not prepared for the examination at the school;
    - all associated examination costs for courses and qualifications not agreed by the school;
    - a pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

5. ***Board and lodgings***

    The cost of board and lodging for residential trips, even when taking place largely during school time. Pupils whose parents are in receipt of certain benefits may be exempt from paying the cost of board and lodging on some residential trips (see below).

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. 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 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.

Requests made for voluntary contributions made 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.

Remissions

Parents who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging of some residential trips:

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 a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently the following are prescribed:
    - support under Part 6 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (i.e. children who are eligible to receive free school meals;
    - Income Related Employment and Support Allowance;
d. Guarantee element of the State Pension Credit;
e. Receipt of Universal Credit.

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

Supplementary Information

Uniform, PE kit, calculators, pens etc, aprons

Parents can 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.