



Charging and Remissions Policy

Contents

Section	Page
1. Introduction	3
2. Circumstances where no charge is made	4
3. Circumstances where charges may be made	5
4. Voluntary Contributions	6
5. Remissions	6
6. Monitoring and evaluation	7

**This policy has been set out using Welsh Government
Guidance for Governing Bodies on Charging for School Activities
October 2015**

1. Introduction

The policy addresses the following legal requirements, national strategies and Welsh Government guidance:

s.560 of the Education Act 1996

ss. 449-462 of the Education Act 1996

Part 6 of Immigration and Asylum Act 1999

Regulation 4A(a) of the Education (Pupil Registration) Regulations 1995 (as amended 2001)

Section 19 of the Transport Act 1985

Welsh Statutory Instrument 2003 No. 860 (W.107)

The Education (Remission of Charges Relating to Residential Trips) (Wales) Regulations 2003

Tax Credits Act 2002

The Education (Remission of Charges Relating to Residential Trips)(Wales)(Amendment) Regulations 2011

Links with other policies

The policy should be cross-referenced to related policies which include:

- curriculum
- personal and social education (PSE)
- confidentiality
- safe guarding/child protection
- equality and diversity

Rationale

A Charging and Remission Policy is required by law and is designed to minimise the financial barriers which may prevent some pupils from benefiting from school activities and visits.

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities in Evenlode Primary 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.

Summary

This policy has three components:

1. Circumstances where no charge is made – in summary education, visits, fees relating to the National Curriculum (detailed below)
2. Circumstances where charges may be made (“optional extras”) – in summary, activities that take place out of school hours and/ or are not part of the National Curriculum (detailed below)
3. Voluntary contributions – in summary, for activities that supplement the school curriculum (detailed below)

In all instances, the headteacher and the governing body (above a proposed cost of over £100) will consider whether to remit in full or in part, the cost of other activities for parents in certain circumstances other than those already listed below.

2. 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 local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local authority 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.
 - **Families with children eligible for Free School Meals will not be expected to contribute any voluntary contribution toward activities taking place on or off the school site during the school day.**

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 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.

3. Circumstances where charges may be made

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, 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 governing body have arranged for the pupil to be provided with education.

Examination Fees

- 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, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

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 are exempt from paying the cost of board and lodging).

4. Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents/ carers 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 will 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.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we still allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. This will be provided at the time of the request for voluntary contributions.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

5. Remissions

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

- a. In receipt of Free School meals or,
- b. The parent/ carer is in receipt of the Guarantee element of the State Pension Credit.

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

6. Monitoring and evaluation

The Headteacher will be responsible for monitoring and evaluating the Charging and Remissions Policy within the school through: -

- Monitoring planning
- Staff and governor feedback
- Pupil feedback
- Consulting parents
- Ensuring that findings contribute to the school's self-evaluation process