

**Caldicot School
Ysgol Cil-y-Coed**



CALDICOT SCHOOL

CHARGING AND REMISSIONS POLICY

July 2017

Ratified by Governing Body on 11th July 2017

Charging and Remissions Policy

1. Introduction

This policy has been produced with reference to Welsh Government Guidance for Governing Bodies on Charging for School Activities (Revised November 2013). It also ensures that the School meets the criteria of Sections 449-462 of The Education Act 1996 ("the 1996 Act") which sets out the law regarding what charges can and cannot be made for activities in schools maintained by Local Authorities. The 1996 Act also requires that every Governing Body and Local Authority in Wales should have charging and remissions policies in place and that they are regularly reviewed.

2. Purpose of Policy

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

The School is committed to ensuring that charges are not made for items or activities that are essential to a good education.

3. Circumstances where no charge is made

Sections 3.1 to 3.5 below outline activities for which the School will ensure that no charge will be made.

3.1 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 essential equipment.

3.2 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/she has been prepared for that examination at the School.
- Transport provided in connection with an educational visit which is part of the National Curriculum.

3.3 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 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. *(NB: Very few visits come into this category; most are desirable and serve to enrich the course of study. This is explained fully in letters requesting parental permission for any visit.)*
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

3.4 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
- Cost associated with preparing a pupil for an examination.

3.5 Examination fees

- Entry for a prescribed public examination if the pupil has been prepared for it at the School or for an examination re-sit if the pupil is being prepared for the re-sit at the School.

4. Circumstances where the School may Charge Parents

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. Sections 4.1 to 4.5 below outline examples of activities that are categorised as 'optional extras'.

4.1 Education

- Activities that 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. Note that some trips are clearly recreational, but may have valuable incidental benefits. In such cases parents/carers will be required to pay the full costs.
- 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.

4.2 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 part of the National Curriculum or a public examination syllabus being followed by the pupil. Please note that the School only charges in order to cover costs and that this is run as a non profit service.

4.3 Transport

- Transport that is not required to take the pupil to School or to other premises where the the Governing Body has arranged for the pupil to be provided with education.

4.4 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 Local Authority originally paid or agreed to pay the entry fee. For example, if the pupil failed to complete the coursework, or did not attend one or more of the examinations. NB: The Governing Body has the right to charge for re-sit examinations. (Please refer to the School's Examination Policy.)

4.5 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 are exempt from paying the cost of board and lodging, see Section 6 below).

5. Voluntary Contributions

Voluntary contributions may be sought from parents for activities which supplement the normal School curriculum. The School will ensure that 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.

In cases where a voluntary contribution has been collected and the activity, e.g. curriculum related trip or visit, has to be cancelled, the School will ensure that all monies collected are refunded.

6. Remissions

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

- Income Support.
- Income Based Jobseeker's Allowance.
- 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.
- Guarantee element of the State Pension Credit.
- Receipt of Universal Credit.

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

7. Supplementary Information

7.1 Uniform, P.E. Kit, Calculators, Pens etc., Aprons

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

7.2 Breakages and Damage

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

8. Support from the School

It is the School's policy, wherever possible, to assist parents/carers in serious financial need who find the cost of chargeable school activities and 'optional extras' to be beyond their means. The School is conscious of the fact that it can be difficult for parents/carers to make voluntary contributions for their children to take part in activities. In such cases, the School would not want to disadvantage any student and would make every effort to ensure that they are able to participate. The School has access to certain Charitable Trusts and its own charity/hardship fund. Parents/carers are encouraged to contact Mr N Small, Business Manager, if they have difficulty in meeting any of the costs outlined in this policy.

9. Child Poverty

When arranging school trips and activities the School will do as much as is practicable to ensure that children and young people living in poverty are not unfairly disadvantaged. The School understands that cost pressures on families with low incomes are significant and recognises the importance of balancing the education value of residential trips against their financial cost.

10. Concluding Statements

In all cases where charges are made, it will be the School's intention to charge the precise cost of the service provided.

11. Monitoring, Evaluation and Review

11.1 Mr N Small, Business Manager, will regularly review this Policy and make any further recommendations to the Governing Body.

11.2 The Governing Body will regularly review this policy and associated procedures in order to ensure its continued effectiveness.