

# **Ysgol Gymraeg Penalltau**

## **Charging and Remission Policy**



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### Policy on Charging for School Activities

#### **Purpose of Policy**

The purpose of this policy is to set out what charges can and cannot be made for activities in Ysgol Gymraeg Penalltau. The policy has been drawn up in accordance with Section 457 (Chapter 17) 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:

- an admission application or admission to any maintained school for children of compulsory school age or LA funded part-time nursery places;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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 for education or activities that secure the school's duty to provide religious education;
- tuition for pupils learning to play musical instruments **if the tuition is required 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 it is part of the school's duty to provide religious education;
- 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;
- any cost or charge associated with preparing a pupil for an examination;
- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport or transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
- transport provided in connection with an educational visit which is part of the National Curriculum.

## **Circumstances where the school may charge parents**

### **Criteria when Charges are made**

- ❖ No profit may be made.
- ❖ Costs can include the costs of non-teaching staff.
- ❖ The costs can include costs of board and lodging of non-teaching and staff costs for instructors etc.
- ❖ Entrance fees.
- ❖ Insurance
- ❖ Costs passed on to parents are only those in proportion to the total cost for one child.

### **Optional Extras**

Charges may be made for other activities known as 'optional extras'. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. 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 and not part of religious education. (For example, a weekend visit to Llangrannog or an evening visit to the theatre, providing that the performance was not part of the National Curriculum, would be classed as optional extras.)
- 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 small group of 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.

### **Residential Trips**

- 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 qualify for financial support for cost of board and lodging of residential courses ).

The school will notify parents of residential trips as far in advance as possible; this may sometimes be an estimated cost to help financial planning.

The school may wish to use their discretion and remit in full or in part, the cost of optional extras in certain circumstances where families on low incomes encounter difficulty paying for such things.

### **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 .e.g. trips There is no legal obligation to make a voluntary contribution; pupils will not be excluded through parents' inability or unwillingness to pay;

However, 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.

### **Uniform, P.E. 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 student'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.

### **Community Activities**

A governing body can provide community services and facilities on the school's premises. A community focused school is one that provides a range of services and activities, often beyond the school day, to help meet the needs of its pupils, their families and the wider community. Across Wales many schools already provide some community services including adult education, study support, ICT facilities and community sports programmes. Section 27 of the Education Act 2002 makes it easier for governing bodies to provide facilities and services that benefit pupils, families and the local community; provides flexibility for governing bodies to enter into agreements with other partners to provide services on school premises; and enables governing bodies to charge for some services. Further guidance is provided in Chapter 27 of this guide entitled Community Focused Schools and also NAFW Circular 34/2003 entitled Community Focused Schools)

## Charging and Remission Policy- Ysgol Gymraeg Penalltau

Review: Annually (or if any changes made to statutory requirements)

Date: \_\_\_\_\_

Chair: \_\_\_\_\_