Policy Name:	Charging and for School Activities and Remissions
Date Accepted:	September 2022
Review Date:	September 2026
School or Cluster Policy:	Glan Clwyd Policy
Statutory or non-statutory Policy:	Statutory

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities within the 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.

We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

1.0 Circumstances where no charge is made

No charge will be made for:

1.1 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 equipment.

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

1.3 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

1.4 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; or
- Cost associated with preparing a pupil for an examination.

1.5 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.

2.0 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:

2.1 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.
- Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, however if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

2.2 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.
- The school levies charges in respect of individual music tuition and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. The cost of peripatetic instrumental instruction is subsidised by the school and charges are explained and agreed via Head of Department - Music.

2.3 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.

2.4 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 LA originally paid or agreed to pay the entry fee.

2.5 Board and Lodgings

- The cost of board and lodging for residential trips, even when taking place largely during school time.

3.0 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.
- If insufficient voluntary contributions are received the school reserves the right to cancel the event.

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.

The responsibility for determining the level of voluntary contribution is delegated to the Curriculum Team Leaders/Leadership team within the school.

4.0 Remissions

Parents who can prove they are in receipt benefits listed below will be exempt from paying the cost of,

- board and lodging of a residential trip.
- school uniform grant for pupils years 7 to 11.

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.

5.0 Supplementary Information

5.1 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.

5.2 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 schools discretion.

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Head. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Head.