

# **YSGOL GYNRADD PARC PRIMARY SCHOOL**



## **CHARGING & REMISSIONS POLICY**



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### **POLICY OBJECTIVES**

Parc Primary's Charging and Remissions Policy outlines the circumstances in which the school will charge parents/carers and in what circumstances it may ask for voluntary contributions. The policy also explains any circumstances in which the school will wholly, or partially, waive a charge.

### **INTRODUCTION**

Sections 449-462 of the Education Act 1996 set out the law regarding what charges can and cannot be made for activities in Local Authority maintained schools in England and Wales.

The Act prescribes what activities Governing Bodies may and may not charge for when taking place during or outside of school hours, including residential activities. The Act also requires that every Governing Body and Local Authority in England and Wales should have charging and remissions policies in place and review them.

### **NOT CHARGEABLE**

Parc Primary School **will not** charge for:

- an admission application to school for pupils of compulsory school age;
- education provided during school hours, including the supply of any materials, books or other equipment;
- education provided outside school hours if it is 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 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 school 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; or
- any cost or charge associated with preparing a pupil for an examination.

### **CHARGEABLE**

Parc Primary School **may** charge for:

- any materials, books, instruments, or equipment, where the pupil's parent/carer wishes for their child to own them;
- optional extras;
- music tuition, or the hire of instruments, in limited circumstances.

## **Education partly during school hours**

If an activity happens, including connected travelling time, partly during and partly outside school hours it counts as taking place entirely in school hours if at least 50% of it takes place in school hours. No charge may be made. Travel time counts as being during school hours if the travel takes place during school hours.

Parents/carers can only be charged for activities that happen outside school hours when these activities are not a part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.

**Example of educational activity during school hours:** *A long-distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and no charge could be made.*

**Example of educational activity outside school hours:** *A trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed, but only if the activities are not a part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.*

## **OPTIONAL EXTRAS**

Charges may be made for other activities that are known as 'optional extras'. It is up to the Local Authority or Governing Body providing the activities to decide whether to make a charge.

Optional extras are:

- education provided outside of school time that is NOT:
  - a. part of the school curriculum;
  - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - c. part of religious education.

(For example, a skiing holiday during the school holidays or an evening visit to the theatre, providing that the performance was not part of the school curriculum would be classed as optional extras).

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- an examination that is not on a prescribed list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public prescribed examination where the Governing Body or Local Authority originally paid or agreed to pay the entry fee;
- transport that is not required to take the pupil to school or to other premises where the Local Authority/Governing Body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in singing or playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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.

## **TRANSPORT**

Parc Primary School **cannot** charge for:

- 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; or
- transport provided in connection with an educational visit.

## **MUSICAL TUITION**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Schools **may** charge for musical instrument tuition provided to individual pupils, or to a group of not more than four pupils, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

## **SCHOOL VISITS**

Schools **may not** charge for:

- 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 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.

Schools **may** charge for the actual cost of board and lodging for residential trips.

A visit counts as falling within school time if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit. Each school day is divided into two sessions and each 24-hour period is divided into two half days beginning at noon and at midnight.

**Example of visit during school hours:** *A visit from noon on Wednesday to 9pm on Sunday would count as nine half days including five school sessions. The visit is deemed as taking place in school hours.*

**Example of visit outside school hours:** *A visit from noon on Thursday to 9pm on Sunday would count as seven half days including three school sessions. The visit is deemed as taking place outside school hours. If fifty per cent or more of a half-day is spent on a residential trip, you should treat the whole of that half-day as spent on the trip.*

## **VOLUNTARY CONTRIBUTIONS**

Although schools cannot charge for school time activities, there is nothing in law to prevent a school, Governing Body or Local Authority asking parents/carers and others to make voluntary contributions for the benefit of the school or to fund school activities.

At Parc Primary School, all requests for voluntary contributions are made clear that the contribution is voluntary. The Headteacher will also ensure that pupils of parents/carers who do not contribute will not be treated any differently.

Where there are not enough voluntary contributions to make the activity possible, and there is no justifiable way to make up the shortfall, the activity must be cancelled – this should be made clear to parents/carers when asking for contributions.

When making requests for voluntary contributions to the school funds, the parents/carers of Parc Primary School will not be made to feel pressurised into paying.

Parc Primary School will not ask parents/carers to set up direct debit or standing order mandates for servicing voluntary contributions.

Wherever possible, parents/carers will have notification in plenty of time about forthcoming visits, charges for activities or requests for contributions. This is particularly important for costly matters such as residential visits. If the exact date and cost is not known, an indication should be given.

For expensive visits, parents/carers are always given the option of paying in instalments or in one payment. This is made clear from the outset.

## **CHILD POVERTY**

When arranging school trips and activities, the Headteacher and staff should do as much as is practicable to ensure that children and young people living in poverty are not unfairly disadvantaged. The cost pressures on families with low incomes are significant and the Headteacher should try to ensure this is not exacerbated to the detriment of the child or young person. It is important to balance the education value of residential trips against their financial cost.

## **ACTIVITIES NOT RUN BY PARC PRIMARY OR LOCAL AUTHORITY**

When a non-school organisation arranges an activity to take place during school hours and pupils want to join the activity, such organisations may charge parents/carers. Parents/carers must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. The Headteacher and Link Governor for Attendance must decide whether this is in the pupil's best interest. They must also bear in mind the requirements of the Regulation 8 of the Education (Pupil Registration) Regulations 1995 that a pupil should not be allowed more than two weeks' absence in any year unless there are exceptional circumstances.

However, where an activity is organised by a third party and is approved by the school, is educational, or is supervised by someone authorised by the school, then it should be treated as if it were provided by the school and no charge should be made to the parents or pupils. Such an activity, if it takes place outside the school premises, is an "approved educational activity" within the meaning of Regulation 8 of the Education (Pupil Registration) Regulations 1995 (as amended 2001).

An approved educational activity is defined as either:

- an activity which takes place outside the school premises and which is;
  - approved by a person authorised in that behalf by the proprietor of the school;
  - of an educational nature, including work experience under Section 560 of the Education Act 1996 and a sporting activity; and
  - supervised by a person authorised in that behalf by the proprietor or the head teacher of the school; or
- in the case of a pupil, other than a pupil to whom regulation 10(3A) of the The Education (Pupil Registration) Regulations 1995 applies, that pupil's attendance at another school at which he is a registered pupil.
  - The absence of a pupil to whom regulation 10(3A) applies (a traveller child) to attend another school at which he is a registered pupil will be recorded not as an approved educational activity but as an authorised absence; (see regulation 7(3)(c) of S.I. 1995/2089).

## **MONITORING**

The Headteacher monitors the effectiveness of this policy on a regular basis. He also reports to the Governing Body on the effectiveness of the Policy and, if necessary, makes recommendations for further improvements.

## **REVIEW**

The Governing Body reviews this policy annually. Governors may, however, review the policy earlier than this, if Welsh Government introduces new regulations or if the Governing Body receives recommendations on how the policy might be improved.