



Charging and Remissions Policy

Underpinning Principles

The School and Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The purpose of this policy is to set out what charges can and cannot be made for activities in St Martin's 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.

POLICY

1. Materials & Textbooks

Where a pupil or parent/guardian 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, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made. The school may levy a charge for lost textbooks and library books.

2. Music Tuition

The school levies charges in respect of music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. The school subsidises these tuition lessons. The level of subsidy varies.

3. Voluntary Contributions

Voluntary contributions will be invited for all those activities which take place during or outside the school day for which no charge can legally be imposed. Failure to obtain sufficient voluntary contributions to make the activity financially viable will lead to its cancellation. Inability to pay such a voluntary contribution does not in itself debar any pupil from an activity. The school will consider sympathetically hardship applications but will bear in mind the constraints of the school's current budgetary situation.

4. Residential Activities

Essential residential trips: for residential trips which are essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, a charge will be levied for board and lodging and transport.

Non-essential residential trips: for residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations:

- if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging and transport.

5. Activities Outside School Hours

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the pupil's participation has been agreed in advance by the



parents/guardians. The charge may include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

6. Examination Entries

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered (or pupil him/herself when over 18 years old).

A charge will be levied for pupils re-sitting an examination, unless there are extenuating circumstances which the school wishes to take into account.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination or fails to attend for an examination where the school paid or agreed to pay the entry fee.

7. Damage/Loss to Property

A charge will be levied in respect of wilful damage, accidental damage which breaks school rules, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or a lower cost at the Headteacher's discretion.

8. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. Cleaning and site staff costs must be taken into account. The scale of charges will be determined by the Finance Committee.

9. Other charges

The school may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a photocopy of an ESTYN report or records over a certain number of pages, as outlined in other policies, such as FOI.

10. Remissions Policy

The school may remit in full or part charges in respect of a pupil if it feels it is reasonable in the circumstances. The school will comply with any legal requirements for remissions for pupils defined as eligible. If parents/carers have difficulty in paying they should not hesitate to discuss their circumstances in confidence with someone at the school and they will advise as to what help might be available. The school will consider sympathetically hardship applications but will bear in mind the constraints of the school's current budgetary situation. 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:

- 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 HMRC) does not exceed a certain annual level i.e. children who are eligible to receive free school meals.
- 'Income Related Employment and Support Allowance'.

Related Documents

Copies can be found on the Welsh Government website at:

<http://new.wales.gov.uk/topics/educationandskills/?skip=1&lang=en>

School Funding

<http://wales.gov.uk/topics/educationandskills/schoolshome/fundingschools/schoolfundng/?lang=en>



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

<http://www.opsi.gov.uk/si/si2001/20012802.htm>

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

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

<http://www.opsi.gov.uk/legislation/wales/wsi2003/20030860e.htm>

School Governors Guide to the Law (2009)

<http://wales.gov.uk/topics/educationandskills/schoolshome/schoolfundingandplanning/schoolgov/schoolgovguide>