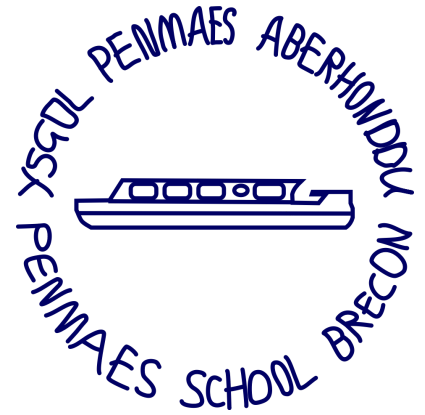




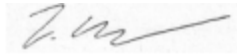

Ysgol Penmaes



Charging and Remissions

Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Ratified by Governing Body	Signature	Date
Acting Headteacher: Luci Clark		09/04/25
Chair of Governors: Clancy Brett		09/04/25
Next review date: April 2026		



Policy on Charging for School Activities

Main Principles of the Governing Body's Policy

The Governing Body shall levy charges on parents up to the limit specified in the Education Act, 1996, as described in Welsh Office Circular 4/89.

Where charging for activities is not possible under the Education Act, 1996, the school will invite voluntary contributions from parents both for specific activities and for a general school fund in order to support those activities (Education Act, 1996, Section 460).

Where parents are unable or unwilling to contribute on a voluntary basis to activities taking place wholly or mainly during school hours, then the pupils of those parents will not be prevented from taking part in the activity.

Governors may grant individuals or groups of pupils leave of absence for not more than **two** weeks in any one year (other than in exceptional circumstances) to enable them to participate in activities (including parental holidays) organised by someone other than the LA or Governing Body of the school (Statutory Provision: Education (Schools and Further Education) Regulations, 1981, Regulation 12).

Remission Policy

Section 457 (4) of the Education Act, 1996, states that a Remissions Policy shall provide for complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if:

- the education provided on the trip is education in respect of which, by virtue of Section 451, no charge may be made;
- the pupil's parents are in receipt of:
 - Income Support;
 - Family Credit;***
 - Income-Based Job Seeker's Allowance (payable under the JobSeekers' Act, 1995); or
 - Disability Working Allowance,
- in respect of any period wholly or partly comprised in the time spent on the trip.

***Information has been received from the Welsh Assembly Government indicating that, as Family Credit has now been replaced by Working Families' Tax Credits, all those in receipt of Working Families Tax Credits should be awarded the same remissions as those previously in receipt of Family Credit.

In the light of the above, the Governing Body will not charge for residential board and lodging costs on a residential trip if a pupil's parents are in receipt of Working Families' Tax Credits, Income Support, an Income-Based Job Seeker's Allowance, payable under the Job Seeker's Act, 1995, or Disability Working Allowance. The costs of the remission of charges under the above arrangements will be met by the school.

Circumstances where no charge is made

No charge will be made for:

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

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

Residential Visits

- Education provided on any visit that takes place during school hours

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 pupils is being prepared for the re-sits at the school

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 the providing of materials, books, instruments or equipment as follows:

Education

- Materials used in practical subjects providing parents have agreed in advance that they or the pupil wish to keep the finished product eg. ingredients or materials

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

Transport

- Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupils to be provided with education

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

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.

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 school's discretion.