

# YSGOL CYNRADD CYMUNEDOL ABERMORDDU ABERMORDDU COMMUNITY PRIMARY SCHOOL



Equality Impact Act Assessment	YES	NO
Last Date Review		
Date to be Reviewed by Senior Management Team		
Date Adopted by Governing Body	November 2024	
Headteacher - Mr Bryan Griffiths		
Chair of Governors -		



# Charging and Remissions Policy

## Ysgol Abermorddu

### Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This policy is monitored by the governing body and will be reviewed annually or earlier if necessary.

### Aims

The aim of this policy is to set out what charges can and cannot be made for activities in Abermorddu CP 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.

### Guidance

This Policy has been developed to with reference to the following guidance:

- Welsh Assembly Guidance for Governing Bodies on Charging for School Activities 2013
- School Governors' Guide to the Law, Chapter 17 2016

### Circumstances where no charge is made

The Governing Body recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- admission to school for children of compulsory school age 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 part of religious education.
- education provided on any trip that takes place during school hours.
- education provided on any trip 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 the schools basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- transport provided in connection with an educational trip which is part of the National Curriculum.

### Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include

children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

Requests for voluntary contributions made in respect of individual pupils will not include any element of subsidy for any other pupils wishing to participate in the activity whose parents have not paid the full contribution.

## Swimming

The school organises swimming lessons for children in KS2. These take place in school time and are part of the National Curriculum. We make no charge for this but we ask parents for voluntary contributions towards the cost of the transport to the swimming lessons. We inform parents when these lessons are to take place.

*These are activities which take place mainly or wholly outside of school hours and do not form 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 the schools basic curriculum for religious education.*

## Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition (of up to four pupils) if this is not part of the National Curriculum.

## Residential visits

If the school organises a residential visit in school time, or mainly in school time, we do not make any charge for the education element. However, parents are obliged to at least pay for the board and lodging expenses of such trips (pupils whose parents are in receipt of certain benefits are exempt from paying for the cost of board and lodging, see page 3). We also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget. A payment schedule will operate to allow parents to spread the cost of such trips over a longer period of time.

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.

## Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example *theatre/museum visits, sporting activities which require transport, outdoor adventure activities, musical events*. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents/carers in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

## Optional Extras

Charges will be made for some activities known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not:
  - a. Part of the National curriculum;
  - b. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c. Part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- 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; and
- 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; and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

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

A charge will not be added for the cost of alternative provision for those pupils who do not wish to participate.

Participation in any optional extra activity will be on the basis of parental/guardian/carer choice and a willingness to meet the charges. Parental/guardian/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## Calculating costs

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.