



Ysgol Bro Tawe

## Charges and Remissions Policy

### **Introduction**

Sections 449-462 of the Education Act, 1996, require the Governing Body of all Local Authority maintained schools to adopt a policy on charging and remission arrangements. This policy is based on the Powys Policy and will be subject to annual review.

The main circumstances in which charging are permissible under the Education Act, 1996:

- ❖ board and lodging on residential visits;
- ❖ costs associated with individual tuition or tuition in groups of up to 4 pupils in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination as required by the National Curriculum);
- ❖ activities which take place wholly or mainly outside school hours (as defined in Welsh Office Circular 4/89), but which are not provided as part of the syllabus for prescribed public examinations and are not required in order to fulfil statutory duties related to the National Curriculum;
- ❖ the cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours;
- ❖ re-sits of prescribed public examinations when no further preparation has been provided by the school.

### **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). Pupils will not be excluded through parents' inability or unwillingness to pay. Pupils of parents who cannot contribute will not be treated any differently.

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.

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.

## **Remissions Policy**

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:

- 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.

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.

## **Supplementary Information**

### **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.

### **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.

### **Policy Review**

This policy will be reviewed on an annual basis. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Signed \_\_\_\_\_ (Headteacher) \_\_\_\_\_ (Date)

Signed \_\_\_\_\_ (Chair of Governors) \_\_\_\_\_ (Date)