Our Lady and Saint Michael's
RC Primary School

Ysgol Gynradd Gatholig y Forwyn a Sant Mihangel

Charging and remission policy

We live, we love, we learn, we grow in Jesus.

Byw, Caru, Dysgu, Tyfu yn yr Iesu

Document Control	
Document author	OLSM
Statutory status	**Statutory** / Non statutory
Website status	On Website **Yes** / No
Approved by	Governing Body
Date approved	September 23
Approval cycle	**Annual** / 2 years
Next review date	Sept 24

The Governing Body of Our Lady and Saint Michael's RC Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential visits can make towards pupils' education.

The Governing Body seeks 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 school's Policy is set within the context of The Education (School Information) (Wales) Regulations 1999.This policy also follows the information set out in the guidance document- guidance-for-governing-bodies-on-charging-for-school-activities-revised-november-2013.pdf

Sections 449-462 of the Education Act 1996 ("the 1996 Act") set out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities in Wales. The 1996 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 1996 Act also requires that every governing body and local authority in Wales should have charging and remissions policies in place and review them.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

1. **School Journeys/Residential Experiences in School Hours.**

The board and lodging element of approved residential activities deemed to take place in School hours.

2. **Activities Outside School Hours.**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

3. **Instrumental Tuition.**

The cost to the pupil for providing any instrumental tuition not part of normal LEA peripatetic provision.

4. **Charging In Kind.**

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects – Science and technology, Health and Well-being and Expressive arts. The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Remissions

The Governing Body may, in certain circumstances (e.g. Where parents are in receipt of Universal Credit etc), offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in School hours or where it forms part of the statutory school curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, e.g. in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chairperson of Governors will make authorisation for such remission. These costs may be covered from the School's Budget or Pupil Development Grant or any available hardship fund or bursary.

When arranging school trips and activities OLSM governing body and the head teacher will do as much as is practicable to ensure that children and young people living in poverty are not unfairly disadvantaged. Hardship funds may be accessible to certain families in receipt of benefits and the school PTA will, when possible, support the school to reduce the overall cost of any trips.

Voluntary Contributions

In practice many of the events, which are held in School, are supported by generous voluntary contributions from the majority of parents. It should be noted that no child will be excluded from an activity or event because a voluntary contribution has not been made.

Appendix A

<u>Exemptions from paying the cost of board and lodging.</u>

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

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.
- Guarantee element of the State Pension Credit.
- Receipt of Universal Credit.