

# Porth Community School



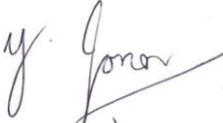
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# PORTH

COMMUNITY SCHOOL

## Charging and remissions policy

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<b>CONTENTS</b>		<b>PAGE</b>
1	Introduction	3
2	Policy Aims and Objectives	3
3	Policy Statement	3
4	Optional extras	4
5	Remission	5
6	Voluntary contributions	5

## **1. Introduction**

This document lays out how Porth Community School will meet its statutory and legislative obligations.

The Education Act 1996: Sections 449–462 sets out the law regarding what charges can and cannot be made for activities in schools maintained by LAs in England and Wales. The Act prescribes what activities a governing body may and may not charge for when they take place either during or outside of school hours, including residential activities. The Act also requires that every governing body should have charging and remissions policies in place. It is also in place to ensure equity of treatment for all pupils across the school.

Porth Community School is committed to providing opportunities for pupils to extend their learning beyond the classroom in all of its establishments. The school recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' all round educational experience and their personal and social development.

## **2. Policy Aims and Objectives**

To state the range of activities and charges that Porth Community School is permitted to charge parents and carers of pupils at the school.

To state the circumstances whereby parents and carers will be considered for the refund or remission of those charges.

## **3. Policy Statement**

As a general rule, any activity or material that is required as part of normal curricular activities does not incur a cost to parents and carers.

Where required the school reserves the right to charge parents and carers in accordance with the provisions of the Education Act 1996.

The school cannot charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside of school establishment hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, where the pupil has been prepared for it at the school and examination re-sit(s) where the pupil is being prepared for the re-sit(s) at the school;

- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or for a pupil who is looked after by a local authority

The school reserves the right to make a charge for:

- any materials, books, instruments, or equipment, where the pupil's parent or carers wishes them to own them. Materials to include; the cost of ingredients or raw materials used by students to make food, technology and Arts products, where the product will be the property of the student
- optional extras (see below)
- music and vocal tuition to include the full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of school time at the request of the pupils parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition
- community facilities

#### **4. Optional extras**

Charges may be made for some activities defined as 'optional extras'. The governors agree that parents or carers should be asked to make 100% contributions towards the cost of these activities. Some pupils may be eligible for support towards the cost of these activities; any financial support offered will be subsidised by the school.

Charges made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating.

The charge must not include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Charges cannot include the cost of alternative provision for those pupils who do not wish to participate.

No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and parental agreement to meet the charges.

Optional extras which can incur a charge include:

- education provided outside of time that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school, or for an examination where the school considers the examination unsuitable for the student, or where the pupil fails to complete all of the requirements for the examination without evidence of good reason, such as a medical certificate
- any materials, books, instruments, or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- 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
- transport (other than transport that is required to take the pupil to school or to other premises where the school/local authority/governing body have arranged for the pupil to be provided with education)
- school trips and residential programmes held in school time; including the board and lodging element of any residential or outdoor education programme.
- activities held outside school time; the full cost for each pupil of journeys, trips and residential fees in the UK and abroad which take place at weekends and during holidays, where these are deemed to be optional extras.
- extended day services offered to pupils

## **5. Remission**

Where those having financial responsibility for a pupil receive a qualifying benefit, we will remit the full cost of board and lodging for any residential activity which the pupil is required to attend and which takes place within school time or is required for their studies.

On a case by case basis, the school may remit charges in full or in part in response to a parental request on grounds of financial hardship where the request has the support of the Headteacher

## **6. Voluntary Contributions**

The school reserves the right to request voluntary contributions for the benefit of the establishment or any of its activities.

Activities may be organised during school time that are voluntary and collective and can only take place provided sufficient voluntary contributions are received by a particular date.

If the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents and carers at the outset.

Where a request is made for a voluntary contribution from parent(s)/carer(s) for an activity, the school will advise parent(s)/carer(s) at the outset and of the basis on which places will be allocated.

For any such activity parent(s)/carer(s) are under no obligation to make any contribution but if insufficient contributions are received to cover the cost of the activity then the activity will be cancelled.

If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.