

# Llanishen High School Charging and Remissions Policy

This document contains the specific policy and associated information relating to the Charging and Remissions Policy at Llanishen High School



# **LLANISHEN HIGH SCHOOL CHARGING AND REMISSIONS POLICY**

## **CHARGING POLICY FOR SCHOOL ACTIVITIES**

### **1. Introduction**

The purpose of this policy is to set out what charges can and cannot be made for activities in Llanishen High School. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 that sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities. The policy also follows the Welsh Government's Guidance for Governing Bodies on Charging for School Activities (revised November 2013).

### **2. NO CHARGE WILL BE MADE FOR:**

#### **2.1 Education in School**

- Admission to school for children of compulsory school age.
- Education provided wholly or mainly during school hours.
- Activities which are part of the National Curriculum, or are part of a prescribed examination syllabus, or part of Religious Education provided outside school hours
- The supply of any materials, books, instruments, or other equipment.

#### **2.2 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.
- Transport that enables a pupil to meet an examination requirement when the pupil has been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the National Curriculum.

#### **2.3 Residential visits**

- Education provided on any visit that takes place during school hours.
- Education provided on any visit 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 Religious Education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

#### **2.4 Music tuition**

- Children learning to play musical instruments 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 part of Religious Education.
- Costs associated with preparing a pupil for an examination.

#### **2.5 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 pupil is being prepared for that re-sit examination through attending re-sit classes provided as part of the curriculum. (Note. Unless a pupil is re-sitting the whole of year 12 a charge will be made for the examination entry fee for individual A level subject resits).

### **3. A CHARGE MAY BE MADE FOR:**

#### **3.1 Optional Extras**

- Charges may be made for other activities known as 'optional extras.' Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

#### **3.2 Education**

- Activities which take place mainly or wholly out of school time if they are not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupils being prepared for at the school and not part of religious education.
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g., ingredients or materials

#### **3.3 Transport**

- Transport other than that required to take the pupil to school or to other premises where the governing body has arranged for the pupil to be provided with education.

#### **3.4 Residential Visits**

- The cost of board and lodging for residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging, see 'remissions' section below).

#### **3.5 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.

#### **3.6 Examination Fees**

- The examination is on the set list, but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.
- A pupil is withdrawn from a public examination in line with the school's Examination Policy (Criteria for Non-Entry) but his or her parents exercise the option to pay for the exam entry.
- Unless a pupil is re-sitting the whole of year 12 a charge will be made for the examination entry fee for individual A level subject resits.

#### **3.7 Letting of School Facilities**

- The school has several facilities that are available for hire, and these include the sports hall, the drama studio, the dance studio, the ICT suites, the school halls, and meeting rooms. The charge for the hire of these or any other of the school's facilities is determined by the Headteacher and approved by the governing body. Information on the availability of these facilities, the current hire rates and the application procedure can be obtained from the school (Telephone: 02920680846, Email [lettings@llanishen.cardiff.sch.uk](mailto:lettings@llanishen.cardiff.sch.uk))

### **4. A VOLUNTARY CONTRIBUTIONS:**

- 4.1 Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.
- 4.2 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.
- 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.

4.3 Requests for voluntary contributions 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.

## 5. SUPPLEMENTARY INFORMATION

### 5.1 Uniform, P.E. Kit, Aprons, Calculators, Pens etc.

Parents are asked to equip their child, at no cost to the school, with items of personal equipment intended to be used solely by their child.

Parents may also be asked to make a voluntary contribution to the photocopying of material that can be purchased from exam boards such as past or specimen GCSE or A level examination papers.

### 5.2 Breakages and Damage

The school will charge for breakages repairs and replacements as a result of loss or damage caused wilfully, negligently or through inappropriate behaviour.

The school will charge for deliberate misuse and activation of the Fire Alarm causing disruption to the school day.

Each incident will be dealt with on its own merit and at the school's discretion and will also be addressed in accordance with the school's Behaviour Policy.

## 6. REMISSIONS

6.1 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:

- Income Support.
- Income Based Jobseeker's Allowance.
- Any other benefit or allowance, or entitlement 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., the criteria for a pupil's eligibility for free school meals).
  - Income Related Employment and Support Allowance.
  - Guarantee element of the State Pension Credit.
  - Universal Credit.

6.2 The Governing Body may wish to remit in full or in part, the cost of other activities for parents in certain circumstances.

## 7. Related Policies

- Educational Visits Policy (specifies how charging information should be communicated to parents and guardians.)
- School Uniform
- Examinations
- Pupil Behaviour
- Equality

An equality impact assessment has been carried out for this policy and if necessary, changes made to mitigate differential impact on individuals having one of the protected characteristics contained in the Equality Act 2010