

Llantwit Major School  
Ysgol Llanilltud Fawr



# CHARGING AND REMISSIONS POLICY 2023-2024

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Member of staff responsible:	Mrs L M Tomsa ( Business Manager)



## **1. Introduction**

The purpose of this policy is to set out what charges can and cannot be made for activities at Llantwit Major School (LMS). The policy has been drawn up in accordance with Sections 449-462 of the Education Act 1996 that sets out the law regarding charges for activities in schools maintained by local authorities.

## **2. Non-chargeable provision at LMS**

No charge will be made for:

### Education in School

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

### 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 they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the National Curriculum.

### 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.

### Music Tuition

- Pupils 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.
- Cost associated with preparing a pupil for an examination.



### Examination Fees

- First time entry for a prescribed public examination

### **3 Optional extras Items which may be charged**

Charges may be made for other activities. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment. Such activities include:

### 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 are being prepared for at the school and not part of religious education.
- Material used in practical subjects and project assignments provided parents/carers have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.
- Books which pupils wish to annotate and keep rather than return them to the school at the end of the course.

### Transport

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

### Residential Visits

- The cost of board and lodging for residential trips, even when taking place largely during school time. The cost will not exceed the cost of the provision and prior written confirmation from the parent/carer is required that they are willing to pay the charge.

### 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. All fees must be paid in advance or the music lesson will not take place. If a pupil decides that they do not wish to continue with the lessons once the fees have been paid and the peripatetic music service informed then the fee will not be refunded.

### 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.



#### **4. Voluntary Contributions**

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents/carers for activities which supplement the normal school curriculum. LMS will charge the proportionate costs for an individual pupil for activities to meet the cost of:

- Travel and/or associated transport costs such as fuel.
- Materials and equipment.
- Entrance fees.
- Meals if required.
- Insurance costs.
- Accommodation.

Requests to parents/carers for voluntary contributions will state that:

- There is no legal obligation to make a voluntary contribution.
- Pupils will not be excluded through parents/carers' inability or unwillingness to pay (see remissions section below).
- Pupils of parents/carers 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.

Requests made for voluntary contributions made 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.

Funding is available for eFSM pupils to fund educational resources and visits and this is advertised to parents as and when appropriate.

#### **5. Supplementary Information**

##### Uniform, PE kit, aprons, calculators, pens etc.

Parents/ carers can be invited to equip their child, at no cost to the school, with items of personal equipment intended to be used solely by their child.

##### Extra-curricular activities and school clubs

The school will endeavor to support as many extra-curricular activities as possible. However, there will be occasions when the charges must be made.

##### Breakages and damages

Where a pupil's behavior results in damage to school property or equipment, parents/carers will be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the school's discretion.



### Charging for the use of school premises

The school budget cannot be used to subsidise non-school activities and community use of the school must at least cover the cost of letting the school to community groups. The charges set by the school cover the cost of opening the school including the cost of caretaker time and utilities.

### Remissions

Parents/carers 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 Job Seeker's Allowance.
- Support under Part 6 of the Immigration and Asylum Act 1999.
- Guarantee Element of State Pension Credit or Child Tax Credit income less than £16,190
- Income Related Employment Support Service.
- Universal Credit.

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

Any other benefit, allowance or entitlement to Tax Credit under the Tax Credits Act 2002 or element of such 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 His 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 Support Service.
- Guarantee Element of State Pension Credit or Child Tax Credit income less than £16,190



- Universal Credit.

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