

Ysgol Harri Tudur



Henry Tudor School

**Charges & Remission for School Activities
Policy**

Adopted by Full Governing Body: 14 November 2018

Review annually

Next Review: Spring 2025

by Finance Committee & Full Governing Body

Ysgol Harri Tudur / Henry Tudor School

Policy on Charging for School Activities

1. Introduction

The Governing Body of any maintained school is required to adopt a policy on charging and remission arrangements for school activities.

This policy has been adopted by the Governing Body of Ysgol Harri Tudur / Henry Tudor School and is reviewed annually.

The principal circumstances in which charging is permissible under the Education Act 1996 are given below.

2. School Trips

Non Residential – No charge will be levied in respect of school trips that take place during school hours or are a necessary part of the curriculum.

Residential (Essential) – The Headteacher, in conjunction with the SLT, will determine what is an Essential Residential School trip; such trips will be funded by the school.

Residential (Non-essential) – For residential trips which are not essential to the National Curriculum/Curriculum for Wales, statutory RVE or in preparation for prescribed examinations:

- a) If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Provision of Cover. Due to enduring budgetary pressures **trips will only be approved if no external cover is required.**

3. Examinations

The Governing Body reserves the right to levy charges in respect of the following:

- a) Where a parent (or learner of 18+) asks for an examination result to be re-scrutinised, and a charge is made by the examining board for this service,
- b) Where a parent (or learner of 18+) requests copies of scripts from examination boards,
- c) Where the Governing Body agrees to enter a learner for an accredited qualification examination for which he or she has not been prepared by the school,
- d) When a parent (or learner of 18+) requests a second or subsequent re-sit of a component within a subject,

- e) Where a learner, with parental agreement, is entered for an examination for a non-accredited qualification,
- f) Where a learner fails, without good reason, to complete the requirements of any public examination (including failure to attend an examination without an approved reason) where the school paid or agreed to pay the entry fee,
- g) When a learner fails to attend revision classes for the re-sit.

The charges levied in a) to f) above will be the cost of the examination entry fee plus appropriate administration costs, where applicable.

4. Finished Materials

Where a learner or parent/guardian wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.

5. Music Tuition – revised charging policy

Due to enduring budgetary pressures the Governing Body reserves the right to levy charges in respect of individual music tuition, and group tuition up to and including 4 persons, even if the teaching is an essential part of either the National Curriculum/Curriculum for Wales or an accredited qualification syllabus being followed by the learner/learner.

6. Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum/Curriculum for Wales or RVE, or that form an essential part of the syllabus for an accredited qualification.

If a learner is prepared outside of school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

For all other activities outside of school hours, the Governing Body reserves the right to charge up to the cost of the activity.

7. Damage / Loss to Property

The Governing Body reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property and/or third party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair (to include Facilities Team/ICT staff repair time if relevant), or such lower cost as the Headteacher (or if delegated to the School Business Manager) may decide.

8. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Learners will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

9. Lettings

Refer to the school's Lettings Policy and the scale of charges determined annually by the Finance Committee.

10. Remissions

If the parent/ guardian of a learner is in receipt of the following benefits (or their equivalent) some of which are being replaced by Universal Credit:

- Income support.
- Income based jobseekers' allowance.
- Child Tax Credit – provided that they do not also receive Working Tax Credit (i.e. qualify for FSM).
- Income Related Employment & Support Allowance.

Or:

- Support under Part VI of the Immigration and Asylum Act 1999.
- Guarantee Element of the State Pension Credit.

The Governing Body reserves the right to remit in full charges in respect of a learner, if it feels it is reasonable in the circumstances, in the following matters:

- a) Music tuition.
- b) Residential cost of trips.
- c) Materials costs for Art and Technology.

The extent of remission will be decided by the Headteacher (or School Business Manager as directed by the Headteacher) and Chair of Governors.