

YSGOL
BRYNTEG
SCHOOL



A fo ben bid bont

Brynteg School Charging Policy 2014

Date: 1st December 2015

Headteacher Signature.

A handwritten signature in black ink, appearing to be 'D. H. P.', written over a horizontal line.

Chair of Governors Signature:

A handwritten signature in black ink that reads 'Linda H. Lewis.' written over a horizontal line.

To be reviewed: In accordance with BCBC guidance

Brynteg Comprehensive School

Policy on Charging

Preamble

The governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim 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 purpose of this policy is to set out what charges can and cannot be made for activities in Brynteg Comprehensive School. The policy has been drawn up in accordance with the Education Act 2002 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

Policy

Circumstances where no charge is made:-

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.

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 he has 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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

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 the re-sits at the school.

Circumstances where the School may charge Parents

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:

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.

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.

Transport

Transport that is not 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.

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.

Board and Lodgings

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 page 4).

Voluntary Contributions

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

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;
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- 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.

Remissions

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:

- a. Income Support. ¹
- b. Employment Support Allowance ²
- c. Jobseekers Allowance ³
- d. 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: ⁴
 - support under the Immigration Asylum & Nationality Act 2006
 - 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 (for 2014/15) (i.e. children who are eligible to receive free school meals).

¹ Due to be replaced with 'Universal Credit'

² Due to be replaced with 'Universal Credit'

³ Due to be replaced with 'Universal Credit'

⁴ Due to be replaced with 'Universal Credit'

- 'Income Related Employment and Support Allowance'.

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

Supplementary Information

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

Parents can be invited to equip their child with items of personal equipment intended to be used solely by their child.

Breakages and Damage

Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the schools discretion.

Activities Partly during School Hours

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is applied.

- **Non-Residential Activities:** if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for.
- **Residential Activities:** the number of half-days is counted (a half-day being any 12 hour period ending noon or midnight). If the number of days and halfdays spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity.

When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

Third parties

Where the school uses a third party to provide some educational activities (especially educational visits), the monies will be paid directly to the organisation via School Administration.

In such cases if the activity is in school time will grant leave of absence to the pupils taking part, as the activity would no longer technically be part of the school's official programme.

Related Documents

Copies can be found on the Assembly Government website at:

<http://wales.gov.uk/topics/educationandskills/?skip=1&lang=en>

<http://wales.gov.uk/topics/educationandskills/schoolshome/fundingschools/schoolfunding/?lang=en>

Education Act 2014

<http://www.legislation.gov.uk/anaw/2014/5/contents/enacted>

Regulation of the Education (Pupil Registration) Regulations 2010

<http://www.legislation.gov.uk/wsi/2010/1954/contents/made>

Section 19 of the Transport Act

http://www.opsi.gov.uk/si/si1990/Uksi_19901708_en_1.htm

The Education (Remission of Charges Relating to Residential Trips) (Wales) Regulations (amended 2013)

<http://www.legislation.gov.uk/wsi/2013/2731/contents/made>

Tax Credits Act 2002

<http://www.legislation.gov.uk/ukpga/2002/21/contents>

Immigration, Asylum and Nationality Act 2006

<http://www.legislation.gov.uk/ukpga/2006/13/contents>

School Governors Guide to the Law (2009) (updated September 2013)

<http://wales.gov.uk/topics/educationandskills/schoolshome/schoolfundingandplanning/schoolgov/schoolgovguide/?lang=en>