




# Charging & Remissions Policy

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*CCYD aspires to empower our community to be collaborative, resilient and reflective individuals who have the self-confidence to embrace challenge.*

## **CCYD - Charging and Remissions Policy**

### **Purpose of Policy**

The purpose of this policy is to set out what charges can and cannot be made for activities in Coleg Cymunedol Y Dderwen.

The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

### **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 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 learners to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered learners to other premises where the governing body or local authority has arranged for learners to be educated.
- Transport that enables a learner to meet an examination requirement when the learner has been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the 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 Curriculum, or part of a syllabus for a prescribed public examination that the learner 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 learners on a residential visit.

#### **Music tuition**

- Children learning to play musical instruments as part of the Curriculum; or part of a syllabus for a prescribed public examination that the learner is being prepared for by the school, or part of religious education; or
- Cost associated with preparing a learner for an examination.

#### **Examination fees**

- Entry for a prescribed public examination if the learner has been prepared for it at the school or for examination re-sit if the learner is being prepared for the re-sits at the school.

### **Circumstances where the School may Charge Parents/Carers**

#### **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 Curriculum, not part of a syllabus for a prescribed public examination that the learners being prepared for at the school and not part of religious education.

### **Transport**

- Transport that is not required to take the learner to school or to other premises where the governing body have arranged for the learner to be provided with education.

### **Examination Fees**

- The examination is on the set list, but the learner was not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the learner to take it.
- A learner 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. (Learners 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;
- learners will not be excluded through parents' inability or unwillingness to pay;
- learners of parents who cannot contribute will not be treated any differently; and
- 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 learners must not include any element of subsidy for any other learners 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.
- b. Income Based Jobseeker's Allowance.
- c. 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:
  - 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 the designated amount (i.e. children who are eligible to receive free school meals;
  - Income Related Employment and Support Allowance.
- d. Guarantee element of the State Pension Credit.
- e. Receipt of Universal Credit.

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 learner'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.





## Sample Letters

### Sample letter [1] - Voluntary donation for Trip/Visit/Practical Activity

Dear Parent/carer,

[child's name/year/subject]

The school is organising a [Trip/Visit/Practical Activity] to [place] on [date(s)].

Activities such as this are beneficial because they give learners experiences they may not otherwise have.

All contributions are voluntary and the proposed activity may not take place unless a substantial majority of parents contribute.

Your contribution will cover [specify: meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs].

If your child is entitled to free school meals they will receive a packed lunch on the morning.

Payments should be made via SIMS pay and details of how to do this are detailed below; [add details of SIMS pay]. You do not need a reply slip if paying by SIMS pay.

A consent form will be required for every trip. Please complete the attached consent form.

Please also be aware your child may be refused access to the trip based on prior behaviour records.

Thank you very much for your support.

Yours sincerely

[Staff Name]



## **Sample letter [2] - Payment for Optional Extra**

[Information on optional extras can be found on page 4 of the Guidance}.

Dear Parent/carers,

[child's name/year/subject]

The school is organising a [Trip/Visit/Practical Activity] to [place] on [date(s)]. Activities such as this are beneficial because they give learners experiences they may not otherwise have.

The cost of this [Trip/Visit/Practical Activity] per learner is [amount]. This will cover [specify: accommodation, meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs].

If your child is entitled to free school meals they will receive a packed lunch on the morning.

The school is not in a position to subsidise this visit, or to offer remission of charges, therefore a payment from each learner wishing to attend will be required.

Please note that if not enough interest is shown it may have to be cancelled.

Payments should be made via SIMS pay and details of how to do this are detailed below; [add details of SIMS pay]. You do not need a reply slip if paying by SIMS pay.

A consent form will be required for every trip. Please complete the attached consent form.

Please also be aware your child may be refused access to the trip based on prior behaviour records.

Thank you very much for your support.

Yours sincerely

[name]



### **Sample letter [3] - Residential Trips**

Dear Parent/Carer,

[child's name/year/subject]

The school is organising a Residential Trip to [place] on [date(s)].

Activities such as this are beneficial because they give learners experiences they may not otherwise have.

The cost of this [Trip/Visit/Practical Activity] per learner is [amount]. This will cover [specify: accommodation, meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs].

If your child is entitled to free school meals they will receive a packed lunch on the morning.

\* Please liaise with SLT regarding this paragraph prior to the trip\*

Parents/carers who receive benefits may be able to receive financial assistance with the cost of this trip. If you wish to be considered for financial support please contact the school by [insert a date]. There is no guarantee that financial assistance can be provided and any requests after the above date will be declined.

Payments should be made via SIMS pay and details of how to do this are detailed below; [add details of SIMS pay]. You do not need a reply slip if paying by SIMS pay.

A consent form will be required for every trip. Please complete the attached consent form.

Please also be aware your child may be refused access to the trip based on prior behaviour records.

Thank you very much for your support.

Yours sincerely

[Staff Name]



## **Expression of Interest to attend the proposed [insert details of proposed trip]**

[add date]

Dear Parent/Carer

The [name of dept] are considering organising a trip to [details of trip] on [date].  
The cost of the trip is approximately [add cost]. This will cover the [add details of what the costs will cover].  
[check this detail before sending] For this trip learners entitled to free school meals will have the cost of the trip covered.

The coach will leave school at [add details of times] and return to school at [add details of times]

If you would like your child to attend please complete the expression of interest slip below by [add date]

If it is feasible to run the trip and your child has been given a place, we will send you another letter with details of how to pay and a consent form to complete and return to school.

If you have any further questions please contact us at the school.

Yours Sincerely

**[add name of staff organizing the trip]**

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### **Expression of Interest Reply Slip**

Please return to **[add name of staff organizing the trip]** by **[add date]**

I would like my child to attend the [add details of the trip]

Learner name:

Year group:

Form:

Parent/carer name:

Parent/carer contact number:

Parent/carer email address