



CHARGING AND REMISSIONS POLICY

Policy:	Charging & Remissions
Age Range:	3-16
Type:	Statutory
Sub Committee:	Finance, Site and Health & Safety
Governing Body Approval:	9 th April 2025
Review Date:	April 2026
Staff Lead:	

Version Control

Version	Key Changes	Sub Committee Approval (Date)	Full GB Approval (Date)	Review Date
2.0	Format only – Annual Review	26/03/2025	09/04/2025	April 2026
1.0				December 2024

Review

Monitoring, Evaluation and Review

The Deputy Headteacher, will annually review this policy and make any further recommendations to the Governing Body.

The Governing Body will monitor the application of this policy and associated procedures in order to ensure its continued effectiveness and compliance.

Headteacher:



Chair of Governors:



Date: 9th April 2025

1. Introduction and Legal Context

Sections 449-462 of the Education Act 1996 (“the 1996 Act”) set out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities in Wales. The 1996 Act prescribes what activities governing bodies may and may not charge for when taking place during or outside of school hours, including residential activities. The 1996 Act also requires that every governing body and local authority in Wales should have charging and remissions policies in place and review them.

A governing body may not charge parents for anything unless it has adopted a charging and remissions policy. The charging policy must give details of the circumstances in which the school will charge parents and in what circumstances it may ask for voluntary contributions. The remissions policy must also explain any circumstances in which the school will wholly, or partially, waive a charge.

2. Circumstances where no charge is made

2.1 to 2.5 below outline activities for which the Learning Community will ensure that no charge will be made.

2.1 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 essential equipment.

2.2 Transport

- Transporting registered learners to or from the campus 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 he/she 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 learner is being prepared for at the Learning Community, or part of Religious Education. (NB: Very few visits come into this category; most are desirable and serve to enrich the course of study. This is explained fully in letters requesting parental permission for any 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 learner is being prepared for by the Learning Community, or part of Religious Education.
- Cost associated with preparing a learner for an examination.

2.5 Examination fees

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

3. Circumstances where the Learning Community may charge parents

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. Sections 3.1 to 3.5 below outline examples of activities that are categorised as 'optional extras'.

3.1 Education

- Activities that 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 learners being prepared for at the Learning Community and not part of Religious Education. Note that some trips are clearly recreational, but may have valuable incidental benefits. In such cases parents/carers will be required to pay the full costs.
- Materials used in practical subjects and project assignments, provided parents have agreed in advance that they or the learner wish to keep the finished product e.g. ingredients or materials.

3.2 Music tuition

- Musical instrument tuition provided to individual learners or to a group of not more than four learners if the teaching of music tuition is not part of the National Curriculum or a public examination syllabus being followed by the learner. Please note that the Learning Community only charges in order to cover costs and that this is run as a non-profit service.

3.3 Transport

- Transport that is not required to take the learner to school or to other premises where the Governing Body has arranged for the learner to be provided with education.

3.4 Examination Fees

- The examination is on the set list, but the learner was not prepared for it at the Learning Community.
- The examination is not on the set list, but the Learning Community 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 Local Authority originally paid or agreed to pay the entry fee. For example, if the learner failed to complete the coursework, or did not

attend one or more of the examinations. NB: The Governing Body has the right to charge for re-sit examinations. (Please refer to the Learning Community's Examination Policy.)

3.5 Board and Lodgings

- The cost of board and lodging for residential trips, even when taking place largely during school time.

4. Voluntary Contributions

Voluntary contributions may be sought from parents for activities which supplement the normal School curriculum. The Learning Community will ensure that 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
- if 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. In cases where a voluntary contribution has been collected and the activity, e.g. curriculum related trip or visit, has to be cancelled, the Learning Community will ensure that all monies collected are refunded.

5. Supplementary Information

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

Parents/carers can be required 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 Learning Community property or equipment, the Governing Body may ask parents/carers to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the discretion of the Learning Community.

6. Child Poverty and Support from the Learning Community

When arranging school trips and activities the Learning Community will do as much as is practicable to ensure that children and young people living in poverty are not unfairly disadvantaged. The Learning Community understands that cost pressures on families with low incomes or in serious financial hardship are significant and recognises the importance of balancing the education value of residential trips against their financial cost. If parents/carers are experiencing difficulties they are encouraged to contact their Head of School in confidence.