



YSGOL GYMUNED  
**FERNDALE**  
COMMUNITY SCHOOL

## **CHARGING AND REMISSIONS POLICY**

PRESENTED: AUTMUN TERM 2013

REVIEWED: AUTUMN TERM 2016

## Charging Policy and Remissions Policy

### Principles

1. That education in school should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. The school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

### Summary

1. Lessons – All education provided during school hours or twilight hours are free. Exercise books, text books and other materials are provided free. Pupils are expected to have their own pens, pencils, rulers etc. Lost books will be charged for, text books at replacement cost.
2. Charges may be made for any materials, books or equipment where a parent wishes their child to own them. (e.g. a clay model – a charge to cover the cost of the clay, ingredients for cookery when supplied by the school)
3. Instrumental music tuition will be charged at a rate agreed annually by the Governors.
4. Public Examination re-sits. The school will not charge for the first re-sit if requested by the student. It will charge for the second re-sit.
5. Optional trips/activities wholly or mainly outside school hours will be charged at an appropriate cost. Such trips will only take place if the full cost can be met by such voluntary contributions.
6. Trips or activities wholly or mainly during school hours may be funded by voluntary contributions. No child may be excluded from such an activity because the

parents are unable or unwilling to pay a voluntary contribution. Such trips or activities will only take place if the cost can be met by voluntary contributions.

7. Residential trips – Where these take place during school time no compulsory charge can be made for the education given or for the cost of travel. Charges can be made for board and lodging. In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which remission will be waived.
  - Parents in receipt of Income Support
  - Parents in receipt of Income based jobseekers allowance
  - Support under part iv of the Immigration and Asylum Act 1999
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.
  - Guaranteed State Pension
8. The school will not make charges for **accidental breakage** to equipment but will seek to do so if the damage is deemed to be the result of wilful negligence.
9. The school may, if practicable, make provision through voluntary contributions for costs incurred by the children of parents who are unable or unwilling to make a voluntary contribution.

### **Additional considerations**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines.

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange by instalments beyond the date of the trip.

- We acknowledge that offering families opportunities on a 'first pay, first served' basis discriminates against pupils on lower incomes and we will avoid that method of selection.