

**NEWBRIDGE SCHOOL
YSGOL TRECELYN**



CHARGING AND REMISSIONS POLICY



NEWBRIDGE SCHOOL POLICY FOR CHARGING AND REMISSIONS



Under the requirements of the Education Reform Act, 1988, the Governing Body must determine a policy for charging and remissions. The Headteacher is responsible for its implementation.

Any determinations with respect to individual parents will be considered jointly by the Headteacher and Chair of Governors. The statements below and the notes constitute this policy.

The Governing Body acknowledges the right of every pupil to receive free school education if it:

- (a) takes place wholly or mainly in school hours (i.e. the hours when the school is in session but excluding the midday break) or
- (b) is outside school hours but is required as part of a syllabus for a prescribed public examination or is part of the National Curriculum or is part of statutory religious education.

The school will make no charge for:

- education provided during school hours including the supply of any materials, books, instruments or other equipment
- education provided 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- education provided on any trip 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
- transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport
- transporting pupils to other premises where the Governing Body or LA has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school



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CHARGES

Examinations

No charge will be made for entry to a public examination except where the pupil without good reason fails to attend or meet the requirements of the examination (eg. fails to submit coursework) where the Governing Body originally paid or agreed to pay the entry fee.

Only a single entry will be paid for at the level determined by the Headteacher. Any additional entry or variation must be paid for by the parent.

An examination fee may also be charged to parents if:

- a pupil enters an examination but was not prepared for it at the school;
- the school arranges for a pupil to take an examination that is not on the examination set list

Other incidental expenses incurred by entry to such an examination must also be paid for by the parent.

Candidates will usually be expected to pay for re-sit examinations, with the exception of cases where the students need to be financially supported eg. Free School Meals (see remissions)

If a pupil fails to turn up for an examination, then the parent shall reimburse the school for the entry fees. Reimbursement will not be necessary if the absence is due to illness, provided that the absence is validated by a Doctor's Certificate.

Music Tuition

Except where it is part of a prescribed public examination syllabus or part of the National Curriculum, a charge will be made for individual instrumental tuition. Parents are provided the opportunity to break payments down through the school year.

Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons), a charge will be made at cost price. Parents will be informed of this charge in advance.

Board and Lodging

A charge can be made for board and lodging on residential educational visits/activities. Parents who qualify for prescribed benefits and allowances are entitled to a remission of the charges.



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Costs of Activities

The school will charge the proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for:

- travel
- materials and equipment
- non-teaching staff costs
- entrance fees
- insurance costs

Breakages

The school will charge for breakages and replacements as a result of loss, damage or defacement caused wilfully or negligently by pupils.

Voluntary Contributions

Voluntary contributions may be invited for all activities which take place during or outside the school day and for which no charge can legally be imposed. In such circumstances no child will be excluded from an activity on the grounds that a contribution has not been made. However activities may not be able to take place if sufficient voluntary contributions are not made.

REMISSIONS

The Governing Body will not wish to see any child disadvantaged by virtue of the fact that parents are unable to pay.

Under the provisions of the act, remission of charges will be made for boarding charges for a residential activity which takes place in school hours or which is required for examination syllabus or national curriculum purposes to parents in receipt of support payments or benefits.

When arranging a chargeable activity, parents will be invited in confidence for the remission of charges in full or part. The Headteacher, in consultation with the Chair of Governors, will make authorisation for such remission.

CHARGING FOR THE USE OF SCHOOL PREMISES

The school budget cannot be used to subsidise non-school activities and community use of the school must cover the cost of letting the school to community groups. The charges set by the school cover the cost of opening the school, including the cost of caretaker time and utilities.