

**Forden Church in Wales School**  
**POLICY ON CHARGES FOR SCHOOL ACTIVITIES**

**A. INTRODUCTION**

Section 457 of the Education Act, 1996, requires the Governing Body of any Council maintained school to adopt a policy on charging and remission arrangements for school activities.

Principal circumstances in which charging is permissible under the Education Act, 1996:-

- a) Board and Lodging on residential visits;
- b) costs associated with individual tuition or tuition in groups of up to 4 pupils in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination as required by the National Curriculum);
- c) activities which take place wholly or mainly outside school hours (as defined in Welsh Office Circular 4/89), but which are not provided as part of the syllabus for prescribed public examinations and are not required in order to fulfil statutory duties related to the National Curriculum;
- d) the cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours;
- e) re-sits of prescribed public examinations when no further preparation has been provided by the school.

**B. MAIN PRINCIPLES OF THE GOVERNING BODY'S POLICY**

The Governing Body shall levy charges on parents up to the limit specified in the Education Act, 1996, as described in Welsh Office Circular 4/89.

Where charging for activities is not possible under the Education Act, 1996, the school will invite voluntary contributions from parents both for specific activities and for a general school fund in order to support those activities (Education Act, 1996, Section 460).

Where parents are unable or unwilling to contribute on a voluntary basis to activities taking place wholly or mainly during school hours, then the pupils of those parents will not be prevented from taking part in the activity.

Governors may grant individuals or groups of pupils leave of absence for not more than two weeks in any one year (save in exceptional circumstances) to enable them to participate in activities (including parental holidays) organised by someone other than the LEA or Governing Body of the school (Statutory Provision - Education (Schools and Further Education) Regulations, 1981, Regulation 12).

### C. **REMISSION POLICY**

Section 457 (4) of the Education Act, 1996, states that a Remissions Policy shall provide for complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if:-

- a) the education provided on the trip is education in respect of which, by virtue of Section 451, no charge may be made; and
- b) the pupil's parents are in receipt of:-
  - (i) Income Support;
  - (ii) Family Credit;
  - (iii) an Income-Based Job Seeker's Allowance (payable under the Job Seeker's Act, 1995); or
  - (iv) Disability Working Allowance,

in respect of any period wholly or partly comprised in the time spent on the trip.

Information has been received from the National Assembly for Wales indicating that, as Family Credit has now been replaced by Working Families' Tax Credits, all those in receipt of Working Families Tax Credits should be awarded the same remissions as those previously in receipt of Family Credit.

In the light of the above, the Governing Body will not charge for residential board and lodging costs on a residential trip if a pupil's parents are in receipt of Working Families' Tax Credits, Income Support, an Income-Based Job Seeker's Allowance, payable under the Job Seeker's Act, 1995, or Disability Working Allowance.

The costs of the remission of charges under the above arrangements will be met by the school.

### D. **REVIEW**

This Policy will be subject to review every 2 years.

Date of next review: May 2018