



Charging and Remissions Policy For Educational Visits, Activities, Residential Visits and Lettings

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This policy has been agreed by the Governing Body of Danescourt Primary School in order to ensure that parents, pupils and other interested bodies are clear as to the policy of the school. The policy meets the requirements set out in the Welsh Office Circular 4/89 and reinforced by the 1996 Education Act, and the particular needs of our school.

The Headteacher, governors and staff believe that residential visits, educational school trips and visits to our school by theatre and entertainment group, play a vital role in the educational, social

and emotional development of each child. We want to encourage these activities and believe that they broaden the curriculum and contribute to the well being of pupils and as such should be part of our pupil's education. This policy will be subject to annual review.

POLICY ON CHARGES FOR SCHOOL ACTIVITIES

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

- Board and Lodging on residential visits;
- 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);
- 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;
- 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;
- re-sits of prescribed public examinations when no further preparation has been provided by the school.

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).

When an educational visit is planned, parents will be;

- Informed of any planned event by letter as soon as details are available.
- Informed of the cost per pupil for the event.
- Asked to make a voluntary contribution towards the cost.

In order to be viable for the school to undertake a **non- residential** activity the overall level of parental voluntary contributions must be at least 95% of the total cost.

- Parents will be informed of all necessary details concerning any planned activity and asked to complete and sign a consent form.
- If this level of up to 95% is not forthcoming, the event may be cancelled, in which cases, parents will be informed and all their voluntary contributions will be refunded to them.
- If a trip or visit is cancelled, all monies will be refunded.

- If a child is unable to take part in a trip due to unavoidable authorised absence, i.e. illness, bereavement or a medical appointment, all contributions will be refunded.
- In the case of a **residential trip**, it is the responsibility of the parent to pursue this with the insurers of the organising body.
- 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.

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 who can prove they are in receipt of:-
 - Income-based Job Seeker's Allowance
 - 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 VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue and Customs) does not exceed £16,190 (i.e. children who are eligible to receive free school meals);
 - Income related employment and support allowance; and
 - Guarantee element of the State Pension Credit
 - Receipt of Universal Credit

In light of the above, the responsibility for determining the level of contribution is delegated to the Headteacher. Requests made for contributions do not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

LETTINGS

The school is conscious of the high quality of its facilities and its importance within the local community and actively encourages the hiring of its facilities by community groups.

The charges to be levied from the hire of school premises are attached as an appendix:

Please note that prices were accurate at time of being published but may change in light of utility charges. This will be advised at time of booking.

Use of School Premises by Political Parties

Bookings for political party events will be restricted to those political groups currently represented on the Council and subject to a hire fee.

DBS checks

Where the purpose of hire will include use of the premises by under 18 year olds / vulnerable adults, the hirer will ensure that all* persons over 16 present in connection with the hire will have a current DBS certificate (where it meets the DBS requirements- see below). Sight of disclosure certificates will be required by a member of staff at the school. School staff is to check disclosure certificates have a valid date.

* This excludes parents / grandparents attending a children's birthday party or similar event. However, where someone is employed / volunteers to 'work / supervise' at a party it is up to the event organiser to be satisfied that they have a valid DBS check.

This policy will be reviewed annually by the Governing Body. The next date for review is in Autumn Term of 2026.

Signed:

Chair of Governors:



Date: 14/10/2024

Headteacher:



Date: 14/10/2024