Charging and Remissions Policy [Education Act 1998]

School Policy on Remissions:

Conwy County Borough Council Policy on Remissions:

The Management Committee of Canolfan Addysg Conwy acknowledge the right of every pupil to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents’ ability or willingness to help meet the cost. The School also recognise the valuable contribution that a wide range of activities and trips and residential experiences can make and aim to promote and provide such activities as part of the broad and balanced curriculum as additional optional activities.

**Legal position**

No charge will be made for admitting pupils to the school.

No charge will be made for education in the school day, although the lunch break can be treated with exception to this.

No charge will be made for books, materials, instruments, equipment or transport for any activity connected with the child’s education in the school day, that is related to the national curriculum, related to Religious Study or in preparation for a public examination.

**Examinations**

No charge will be made for examination entry. The school has the right, however to make a charge at its discretion when:

• A pupil fails to attend

• Coursework is not completed

• The pupil was not prepared for the examination at the school or

• The school arranges for the pupil to take an examination not on its set list.

• A pupil resits an examination.

**Finished Product**

A charge may be made for materials required for DT practical projects. Parents who qualify for benefits are entitled to a remission on the charges.

**Residential Visits**

A charge may be made for board and lodgings. Parents who qualify for benefits are entitled to a remission on the charges.

**Transport**

A cost may not be made for school activities eg swimming in school time. A cost may be made for transport to and from an activity that the school permits but does not provide eg work experience.

**Permitted charges**

Charges for board and lodgings on trips.

Cost of lost and broken school property.

Costs for individual tuition, unless it is part of the National Curriculum.

Cost for optional extras if no profit is made by the school.

Re-sits for examinations where no further preparation has been provided by the school.

Parents should always be informed of costs in advance.

**Third parties**

The school is permitted to charge for a provision of an educational service by a third party, but monies must be all paid directly to the third party. If the activity is in school time, pupils and staff involved must be granted leave of absence for the activity as it is not technically part of the school’s programme.

**Remissions**

Parents of pupils who are in receipt of the following support payments will, in addition to having free school meal entitlement, also be entitled to remission charges:

• Income Support

• Income-Based Jobseekers Allowance

• Support under Part V1 of the Immigration and Asylum Act 1999

• Child Tax Credit, providing the parent is not entitled to Working Tax Credit and their annual income does not exceed £16190

• Guaranteed state Pension Credit

Those school journeys/visits that would qualify for full remission of board and lodgings from Conwy County Borough Council are those which:

i) take place in school hours as defined;

ii) are part of the provisions of the National Curriculum or part of the duty to provide religious education;

iii) provide delivery of part of the Syllabus of a prescribed public examination;

and must satisfy Conwy County Borough Council rules and regulations relating to school journeys. Remission of board and lodging expenses for journeys/visits taking place in school hours as defined but not complying with the above criteria, will be a matter for the Management Committee.

**Conwy County Borough Council Discretionary Additions**

Pupils who are entitled to statutory minimum remissions may, from time to time, be invited to represent their school or Conwy County Borough Council on foreign exchanges or take part in special field courses or expeditions or sporting/cultural events. In these circumstances, Conwy County Borough Council intends to give such individual cases discretionary consideration. Conwy County Borough Council will also consider applications in respect of visits to Language and Outdoor Centres supported by the Council.

The policy will be reviewed every two years.

Signed: ………………………………………………………………. Date: …………………………