



Ysgol Derwen / Derwen Foundation School

*"Happy together, learning forever,
succeeding wherever we may be"*

Charging and Remissions Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The Governing Body recognises the valuable contribution that the wide range of additional activities provided by the staff of Ysgol Derwen including clubs, trips and residential excursions can make towards pupils' personal and social education.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

The following is a list of additional activities organized by the school where parents will be invited to make voluntary contributions. These activities are known as 'optional extras'. This list is not exhaustive:

- Year or class visits to museums, art galleries, historic sites etc;
- sporting activities which may require transport expenses;

- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do make a charge to cover the costs of transport, board and lodging. Parents who receive state benefits are exempt from payment for County approved centres e.g., Glan Llyn, URDD Cardiff. If the residential visit takes place during weekends parents realise that they have to pay the full cost of the activity.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is no charge for individual or group music tuition if this is part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We do charge for these lessons in line with FCC policy. We give parents information about additional music tuition at the start of each academic year and it is the choice of the parent if their child takes up the offer of additional music tuition. Children on FSM can have remission of fees for these lessons.

Charging in Kind

Parents who are willing to contribute in cash or in kind for such items as ingredients for cooking, materials for DT, books for homework etc. will be encouraged to do so on a voluntary basis.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity but do ask for a voluntary contribution for transport. We inform parents when these lessons are to take place, and we ask parents for

their written permission for their child to take part in swimming lessons.

Activities provided by Outside Agencies

The school offers various additional activities after school. A coach or tutor, who is not a member of the school staff, runs and organizes these sessions. They make a charge for these sessions.

General

The Governing Body of Ysgol Derwen may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions towards the cost of providing education for pupils.

However, as stated in the Act such contributions **MUST** be genuinely voluntary and the terms of any request made for a contribution will make it clear that there is no obligation to contribute and that the pupils of Ysgol Derwen will not be treated differently according to whether or not their parents have made any contribution in response to the request made.

The Governing Body does, however, reserve the right to cancel trips, activities etc. if sufficient funds are not forthcoming via voluntary contributions, which therefore make the trip/activity unviable. To assist in the organization of such events the voluntary contributions will have to be received by a specific date prior to the event as indicated in correspondence with parents.

Remission

Where the parents of a pupil are in receipt of any of the benefits listed below, the school will remit in full the cost of board & lodging for any activity for any residential activity that is organised for the pupil if the activity is deemed to take place within school hours. This will be met from the Pupil Deprivation grant (PDG).

Exemptions from paying the cost of board and lodging

- a. Income Support;
- b. Income Based Jobseeker's Allowance;
- c. In receipt of 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 6 of the Immigration and Asylum Act 1999;
 - Child Tax Credit, providing Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's 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.
- d. Guarantee element of the State Pension Credit.
- e. Receipt of Universal Credit.

Collection of Unpaid Charges and Recovery of Bad Debts

As any non-recovery of charges will fall to be met by the non-delegated account then every effort will be made to recover all charges made. An invoice will be sent for any unpaid charges and a reminder sent after two weeks if remaining unpaid. Should the debt be unpaid after the reminder the Head teacher will take the next action which may include legal proceedings for the recovery of the debt.

Reviewed Annually