

Ysgol Cybi

School's Charging Policy

Policy on charging for and remissions for school activities

Autumn Term 2023-24

Date adopted by Governing Board <i>(should also be recorded in the minutes of the meeting where it was accepted and adopted)</i>	20/12/23
Chair of Governors (signature)	
Headteacher (signature)	
Date of review <i>(3 years from adoption, unless policy updated by LA)</i>	Autumn Term 2026

Introduction.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1) Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

2) No charges will be made for:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment, unless the pupil/parent has been responsible for losing materials originally supplied)
2. 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, or part of the school's basic curriculum for religious education.
3. Education provided on any trip that takes place during school hours.
4. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
5. Transport provided in connection with an educational trip.

3) Activities / resources for which charges may be made

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions criteria below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

c) Music tuition

Music tuition for individuals or groups of up to 4 pupils.

d) Public Examinations

- The Headteacher has the delegated responsibility to decide whether pupils are entered into particular examinations.
- The Headteacher has the authority to charge for examination entries in certain circumstances
- The Headteacher is authorised to request payment for wasted examination fees

e) Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or homework books, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

f) Any item or materials that are offered to parents where a parent wishes their child to own them: for example, a CD of children's songs.

g) Admission to a special event at school where members of the audience must apply for tickets: for example a Christmas Concert.

h) School Dinner and pre school care club: school dinners and pre school care group are charged at the current rate set by the Local Authority – parents on low income maybe eligible for free school meals and should make enquiries at the school and look on the Local Authority's website.

4) Charges may be waived

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Criteria for qualification for remission are given below. Parents in receipt of;

- Income Support
- Jobseekers Allowance (Income Based)
- Employment and Support Allowance (income based)
- Pension Credit Guarantee)
- Child Tax Credit, but do not receive Working Tax Credit, and your annual income (as assessed by the Inland Revenue) does not exceed £16,190 unless Working Tax Credit is part of a four week run on.
- Help under Immigration and Asylum Seekers Act 1999
- Universal Credit with take home earnings from work of no more than £7400 per year (as calculated for Universal Credit purposes)

Parents must make an appointment to discuss their individual circumstances with the Headteacher if they wish to accept the school's offer.

5) Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of term so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.