

Ysgol San Sior

Charging Policy

1.0 Introduction:

1.1 This policy has been formulated in accordance with Conwy County Council's guidance on charging and remissions.

1.2 The aim of the policy is to set out what charge will be levied for activities and the letting of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

1.3 The Governing Body of the school is responsible for determining the content of the policy, and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

1.4 The Governing Body acknowledges the right of every student 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 that cost.

This policy is to be reviewed annually at the commencement of the new financial year to ensure any income thresholds reflect current government policy.

2.0 Charges to Pupils

2.1 Prohibition of Charges

2.1.1 The Governing Body of the School recognise that legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 pupils is being prepared for at the school;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the LEA has a statutory obligation to provide transport;
- transporting pupils to other premises where the Governing Body or LEA has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- transport provided in connection with an educational trip.

2.2 Charges

(a) Examinations

No charge will be made for entry to a public examination except where the pupil without good reason fails to attend or meet the requirements of the examination (i.e. fails to submit coursework) where the Governing Body originally paid or agreed to pay the entry fee. An examination fee may also be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it.

Candidates will usually be expected to pay for re-sit examinations, with the exception of cases where the school has provided extra curriculum time for the preparation of candidates for these examinations.

(b) Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons), a charge will be made at cost price. Parents will be informed of this charge in advance.

(c) Music Tuition

Parents of pupils wishing to take the opportunity to be involved in music tuition, whether in or out of school hours, will be informed of the cost and will be billed termly. No charge will be levied if the tuition is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum.

(d) Board and Lodging on residential trips

The board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision, and prior written confirmation from the parent is required that he/she is willing to pay the charge.

(e) Cost of activities

The school will charge the proportionate costs for an individual child of activities wholly or mainly outside schools hours ('optional extras') to meet the costs for:

- travel
- materials and equipment
- non-teaching staff costs
- entrance fees
- insurance costs.

Charges will not exceed the cost of the provision and parents must agree to their child receiving the 'optional extra'.

(f) Breakages

The school will charge for breakages and replacements as a result of loss or damages caused willfully or negligently by pupils.

(g) Extra-curricular activities and school clubs

2.3 Remissions

The Governing Body will not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:

- Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes;

- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.

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

- Income Support
- Income-based Job Seeker's Allowance
- 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 **£16,105** (in line with current Government policy for the tax year beginning 06/04/18).

Qualifying parents can apply, in confidence, to the Headteacher for the remission of charges in full or in part. The Headteacher, in consultation with the Chairperson of the Governing Body retains the discretion to make authorisation for such remission.

2.4 Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- (a) Educational visits
- (b) Residential journeys

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- the contribution is genuinely voluntary and a parent is under no obligation to pay;
- the continuance of an activity may depend upon voluntary contributions;
- registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to cover:

- Transport costs
- Residence fees
- Subsistence

3.0 Charging for the use of School Premises

3.1.1 The school budget cannot be used to subsidise non-school activities, and community use of the school must at least cover the cost of letting the school to community groups.

3.1.2 The Governing Body reserves the right to waive any such hire charges if any letting is purposed to be for the **direct** benefit of the school Community.