

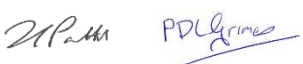
*Ysgol Maesydderwen*



# **Charging Policy**

***Polisi Codi Tâl***

Type: Statutory Policy

Reviewed	Signed	Recommended Review
7/12/2023		Autumn Term 2025

## **CHARGING AND REMISSIONS POLICY**

### **1 Introduction**

The School conforms to the current statutory requirements regarding charging and has considered the Guidance for Governing Bodies in Charging for School Activities (November 2013).

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

However due to the limited funds in the delegated budget, the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

### **2 Charging for Visits and Activities**

#### **2.1 During Normal School Hours**

Activities that are required as part of a prescribed examination syllabus or an essential part of the National Curriculum are provided free of charge.

The school day is defined as 8.45 to 1.30 and 2.15 to 3.15. (The midday break is not included).

Parents may be asked to make a voluntary contribution to the costs of activities and visits that take place during the school day and that are not considered to be essential. The costs may also include the cost of supply cover where deemed necessary. In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel the activity.

#### **2.2 Outside of Normal School Hours/Optional Extras**

Where at least half of the time for the trip is outside of scheduled lesson time, or where it is regarded as an optional-extra, parents will be asked to meet the full cost of the activity. Participation will be on the basis of parental choice and the willingness to meet the costs involved. The compulsory payment will not include subsidising pupils unable to pay. However, the cost of supply cover will be included if deemed necessary.

Residential visits, including study visits abroad, where at least half of the time away from home is not normal school time, or where the work undertaken is not an integral part of a prescribed course, is classified as an optional extra. Parents will be required to meet the full cost of such activities. The costs will include staff costs including cover, but will not include a subsidy for pupils who cannot afford to pay the full charge.

The parents' agreement to meet the costs of an optional extra will always be obtained in writing.

### **2.3 Physical Education**

No charge will be made for pupils representing the school in an individual sport or team game.

### **2.4 Ingredients, Materials, Equipment (in kind)**

The Governing Body reserves the right to charge for ingredients, materials or equipment, or require them to be provided, if the parents have indicated in advance that they wish to own the 'finished product'.

### **3 Transport in the School Minibus**

Transport in the school mini-bus is free

### **4 Public Examinations**

No charge will be made for pupils who are registered at the school in respect of examination fees.

Where appropriate the school will also pay for one further re-sit of an examination. However, the school will charge for subsequent re-sits.

In addition the school will charge for fees where a pupil fails to attend the final examination without good reason, or where a pupil fails to complete the course through non-attendance.

Parents wishing to enter pupils for non-prescribed examinations or those not recommended by the school may be charged.

### **5 Music Tuition**

The school will not charge for music tuition that is part of the syllabus for a prescribed public examination or is required by the National Curriculum.

Peripatetic music teachers contract directly with pupils and do not operate under the school's Charging and Remissions policy.

### **6 Damage to School Property**

The Governors will charge replacement costs for school property that is broken, damaged or defaced when it is the result of a pupil's conduct or carelessness. The costs will also include staff time where appropriate e.g. Caretaker time

### **6 The Freedom of Information Act**

For parents/guardians of present or prospective pupils, single copies of all relevant and available information are provided free of charge.

However, should a request for information involve a large amount of non-standard paperwork or duplication, the School reserves the right to levy a reasonable charge to cover duplication and administrative costs.

When a member of the general public or a member of a professional body requests the information, then the standard charge may be made to cover duplication, postage and administrative costs.

In all cases where a cost is to be levied the purchaser will be informed of the cost and requested to pay the correct amount in advance.

## **7 Remissions**

The Governing Body may remit in full, or in part, the cost of any activity for particular groups of parents in receipt of eligible benefits. These are currently:

- Universal Credit
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they do not also receive Working Tax Credit)
- Disability Living Allowance

Authorisation for such remission will be made by the Head Teacher in consultation with the Chair of Governors. Parents will be expected to provide proof of receipt of benefits.

## **8 Monitoring and Review**

This policy will be monitored by the governing body's Staffing and Curriculum Committee.

The Head will report on its operation at least annually.  
It will be reviewed by the governing body every two years.

**Reviewed by the Finance Panel 22/10/2013**

**Adopted by the Governing Body 7/11/2013**

**Reviewed by the Policy Review Group 8/7/2014**

**Adopted by the Governing Body 12/11/2014**

**Signed:  
(Chair of Governors)**