



Making the most of everyone.

# *Charging Policy*

**Policy Reviewed on 3<sup>rd</sup> February 2022**

**Policy Reviewed 25<sup>th</sup> January 2024**

**Policy Valid until January 2026**

**Signed:**

**(Chair of Governors)**

# **Ysgol Penmorfa**

## **Charging Policy for School Activities**

### **Purpose of the Policy**

The purpose of the policy is to clarify the charges that can and cannot be raised for activities at Ysgol Penmorfa.

The policy has been created according to Sections 449-462 of the Education Act 1996 which explain the law about the charges that can and cannot be made for activities in schools maintained by local authorities.

### **Circumstances where charges are not raised**

Charges are not raised for the following:

#### Education in School

- Education provided by our teachers wholly or mostly during school hours.
- Cases of receiving compulsory school aged children into the school.
- Activities that are part of the National Curriculum, or a part of a special examination syllabus, or part of religious education.
- Any materials, books and instruments or equipment provided.

#### Transport

- Transporting registered pupils to and from the school site, if the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to another site where the governing body or the local authority have arranged for the pupils to be taught.
- Arranging transport that enables a pupil to meet examination requirements, when he has been prepared for that examination in the school.
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#### Residential visits

- Education provided during any visit that takes place during school hours.
- Education that is provided during any visit that takes place outside school hours, if it is part of the National Curriculum, or part of a syllabus for a specific public examination for which the pupil is being prepared in the school, or part of religious education.
- Supply teachers to work in place of those teachers absent from school because they are taking pupils on a residential visit.

#### Examination fees

The registration fee for a specific public examination, if the pupil has been prepared for it in the school, or the registration fee for resitting an examination if the pupil is being prepared for the examination in question in the school.

## **Circumstances when the school may charge parents**

### Additional Optional Activities

A charge can be made for other activities called optional activities. When an extra optional activity is provided, a charge can be made as follows for the provision of materials, books, instruments or equipment:-

### Education

- Activities that take place wholly or mostly outside school time, if they are not part of the National Curriculum, part of a syllabus for a specific public examination for which the pupil is being prepared in the school, or part of religious education.
- Materials used in practical subjects and project assignments, on condition that the parents have agreed beforehand that they or the pupil wish to keep the finished product, e.g. ingredients or materials.

### Musical instrument training

- Musical instrument training provided to individual pupils, or a group of a maximum of four pupils, if the teaching is not part of the National Curriculum or a public examination syllabus that the pupil is following.

### Transport

- Transport that is not needed to take the pupil to the school or other site where the governing body has arranged for education to be provided for the pupil.

### Examination fees

- The examination is on the prescribed list, but the pupil was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranges for the pupil to sit it.
- The pupil fails, without good reason, to meet the requirements of any public examination, when the governing body or the local authority have paid or agreed to pay the registration fee originally.

### Food and accommodation

- The cost of food and accommodation for residential trips, even when the trips take place mainly during school time. (Pupils whose parents receive certain benefits will be exempted from paying the cost of food and accommodation).

### Voluntary Contributions

Although schools cannot charge for activities that take place during school time, we do ask for voluntary contributions from parents for activities that supplement and enhance the normal school curriculum. These activities are not compulsory.

Requests to parents for voluntary contributions will state:-

- that there is no legal obligation to make a voluntary contribution, however, parents can choose for their child/ren to be educated in school rather than attend the trip
- that children of parents who cannot contribute will not be treated

- differently in any way; and
- that the activity will be cancelled if there are not enough voluntary contributions to make the activity possible, and if there is no way to make up the shortfall.

Requests for voluntary contributions connected with individual pupils cannot include any element of subsidy for any other pupils who wish to take part in the activity, whose parents are unwilling or unable to pay the full charge.

### **Additional Information**

School uniform, physical education kit, calculators, pens etc., aprons

Parents can be invited to provide items of personal equipment for their child that is intended to be used by their child only.

### **Breaking and Damaging Property**

If a student's behaviour causes damage to school property or equipment, the parents can be asked to pay for the necessary repair work or to pay for the purchase of new equipment. Every incident will be treated on its own merits and as the school sees fit.