



YSGOL CARREG

HIRFAEN

CHARGING POLICY

---



## **Charging Policy**

### **Introduction**

1. This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

### **School Trips Comment**

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. However, parents will be invited to make a contribution towards the cost, up to and including the total cost.(but also refer to section 8). Should a parent fail to make a contribution the pupils will not be prejudiced by this.

3. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, a charge will be levied for board and lodging.

4. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### **Examination Entries**

5. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

6. The charge levied above will be the cost of the examination entry, plus any applicable centre

### **Materials & Textbooks**



### *Ysgol Carreg Hirfaen Charging Policy*

7. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and may levy a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

#### **Music Tuition**

8. The school currently charges £35 per term in respect of individual music tuition.

#### **Activities Outside School Hours**

9. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. However, for after school clubs, a nominal charge will be levied which will cover affiliation to societies and clubs.

#### **Damage/Loss to Property**

10. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

11. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

#### **Voluntary Contributions**

12. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.



## *Ysgol Carreg Hirfaen Charging Policy*

### **Lettings**

13. The school will make its facilities available to outside users at a charge as outlined by the Local Authority's lettings Protocol for the relevant year. The scale of charges will be determined annually by the Governing Body unless the LA charge is applied.

For users connected to the school, e.g. PTA, where a decision is made to waive the lettings fee, the charge will be based on the site staff overtime costs. However, the necessary documentation will be completed at all times, irrespective of the user and the user's connection to the school.

### **Other charges**

14. The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an ESTYN report.

### **Remissions Policy.**

15. The Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

16. The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.