



Nant-y-Parc Primary School



Charging Policy



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Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy Statement

During the school day all activities that are a necessary part of the curriculum will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the external activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not contribute. [If insufficient funds are available, it may be necessary to curtail or cancel activities].

Optional activities outside of the school day

We will charge in full for optional, or extra activities provided outside of the school day, for example an evening theatre visit, after school sports club, or activities that are not directly part of the curriculum, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged, parents will be informed of how the charges were calculated.

Residential Visit

Charges will be made for board and lodging.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred and divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through School Funds. Parents who would qualify for support are those who are currently or have ever been in receipt of Free School Meals (FSM). The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents to replace/mend the damage that has been caused.

Vulnerable Pupils/Families

As a school we will always ensure any charges are reasonable and we will consider the current financial situation of all families whilst carefully considering vulnerable families. Where possible we will set up an instalment system for charges, or consider using grant funding to support families in need e.g. PDG.

Evaluation

This policy will be evaluated and reviewed annually, considering the views of the parents, governors, staff and children.

In drawing up this Charging Policy the following were consulted – All teaching and support staff.

It was approved by the Governing Body on

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Signed:

Chair of Governors.....

Headteacher.....
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Date to be reviewed: