

**Ysgol Gynradd
Porthcawl
Primary School**



Charging Policy

Author	Jo Rowley
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Chair of Governors signature	
Headteacher signature	
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BACKGROUND

The governing body cannot charge parents and pupils for any activity unless it has drawn up a Charging Policy. Moreover, when made, charges per pupil cannot exceed the actual cost incurred, which means that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the Curriculum for Wales.

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such an activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such teaching is not an essential part of the Curriculum for Wales or religious education.

PURPOSE

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

RELEVANT DOCUMENTAION

The policy has been informed by *A Guide to the Law for School Governors*.

The policy complements the school's Curriculum Policy.

ROLES AND RESPONSIBILTIES

The **Headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the Curriculum for Wales plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the 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 the Curriculum for Wales we will make a charge.

Voluntary contributions may be sought for activities during the school day, which entail additional costs, for example educational, theatre and cinema visits. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as Rubicon or Techniquet to arrange an activity during the school day. Such organisations may wish to charge the school, who will agree to fund the cost.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example Football Club. Such activities are not part of the Curriculum for Wales or Religious Education.

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 told how the charges were calculated.

Residential Activities

Charges will be made for board and lodging. Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

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, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance or a Working Family Tax Credit.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Uniform and Equipment

Parents can be invited to equip their child with items of personal equipment intended to be used solely by their child.

Breakages and Damage

Where a pupils behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement, in instalments if necessary.

Lettings

The school will make its facilities available for hire to outside users at a small charge.