



CHARGING AND REMISSION POLICY

INTRODUCTION

Ysgol Tycroes cannot charge parents and pupils for any activity without the existence of this charging policy. When charges per pupil are made, these charges cannot exceed the actual costs incurred, which means that pupils who can pay should not be charged extra to cover the costs of those that are unable to pay.

Ysgol Tycroes must not make a compulsory charge for any activities which take place when the school is in session, except for musical instrument tuition for individual pupils or groups.

When the school runs an activity during the school day (e.g. an educational visit, a visiting theatre group etc.), only voluntary contributions can be invited. No pupil should be excluded from such an activity if no voluntary contribution is received.

The school will charge for optional, extra activities provided mainly or wholly outside school hours (e.g. extra curricular activities provided by external agencies, discos, etc), as long as the activity being provided is not an essential part of the National Curriculum.

PURPOSE

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

The school day is defined as 09:00hrs – 15:00hrs (Foundation Learning) and 09:00hrs – 15:25hrs (Years 3-6)

CONSULTANT DOCUMENTATION

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

ROLES OF THE HEADTEACHER, OTHER STAFF & GOVERNORS

The Head Teacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus Religious Education, will be provided free of charge. This includes any materials, equipment and transport to take pupils between school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs (e.g. educational visits etc.). In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Whilst the school will pay for and subsidise educational activities and visits as far as possible,

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the school reserves the right to cancel an activity/visit if it is deemed that voluntary contributions do not meet a minimum requirement and the costs incurred cannot be met within the school budget.

Optional Activities outside the school day

There may be a charge for optional, extra activities outside of the school day (e.g. Science club, Football club etc). Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

Calculating Charges

When charges are made for an activity, whether during or outside 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 voluntary contributions and fundraising. In the case of children eligible for Free School Meals, contributions may be made through the allocated funding within the Pupil Development Grant (PDG).

In some circumstances, parents/carers will be able to make payments in installments over an agreed period of time (for example, with residential visits which may be a higher cost).


Payments can be made to the school in the following ways:

- Through Parent Pay
- Cheque payment
- Cash payment (following which a receipt will be issued)

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

POLICY REVIEW

This policy will be reviewed in June 2025, or earlier if required.

Headteacher:		Date:	June 2023
Chair of Governing Body:		Date:	