

Cwmffrwd Primary School Charging Policy



Document Information - Manylion Dogfen

Created by - Sarah Truelove
Creuodd gan: Headteacher

Reviewed by - Nicola Davies
Adolygodd gan: Governor

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Accepted by Electronically signed by: Nicola Davies
Chair of Governors

Headteacher Electronically signed by: Sarah Truelove
Pennaeth

This policy relates to charges and remissions made for educational visits, voluntary curriculum support lessons, materials and non-uniform days. It aims to meet the requirements set out in Sections 449-462 of the Education Act 1996.

Educational Visits

In line with statutory guidelines, visits relating to the curriculum must not insist on a charge to pupils. Cwmffrwdoer Primary School will apply this principle as follows:

- For educational visits that are essential for the delivery of the curriculum (e.g. Wings to Fly Substance misuse production), the full cost of the visits will be met by the school.
- For educational visits that would enrich the curriculum (e.g. visit to a museum, theatre, place of interest), the school may ask for a voluntary contribution from parents/carers on the understanding that failure to receive sufficient contributions would lead to cancellation of the planned visit. Those contributing should not be asked to pay more to make up any shortfall resulting from those that do not contribute. The school, may choose to pick up any shortfall (see below). Such trips will include all children, whether they have paid or not.
- For entirely recreational visits (e.g. Year 6 leavers' treat or attendance awards), the main school budget will not contribute to any costs, but resources may be put towards costs from either PTA funds or the School Fund. Again, the school may ask for a contribution from parents/carers on the understanding that failure to receive sufficient contributions would lead to cancellation of the planned visit. Such trips may exclude those that have not paid.
- For residential visits, only pupils that have paid the stated amount (either Free School Meals (FSM) rate or non FSM rate) will attend such visits.

National Curriculum Tuition

All education provided to deliver the National Curriculum during school hours or twilight hours is free of charge. Exercise books, text books and other learning resources are provided free of charge. Pupils are not expected to provide their own pens, pencils and equipment. In case of exercise books, reading books and school resources being lost or damaged, the school retains the right to insist on charging for replacements.

Damaged Items

Where a pupil has wilfully damaged school equipment, the school will ask the parent/carer for a voluntary contribution to meet the costs of its replacement. A request for payment may be made by the school for replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss occurring as a result of pupils' behaviour.

Cheque Payments

The school will charge parents/organisations who pay by cheque, if, when presented to the bank, there are insufficient funds to cover the amount. The school is not in a position to cover bank charges.

Music

Peripatetic music lessons will be charged a weekly/termly cost to the pupil to cover the cost of provision. Parental agreement will be sought in advance of charging for tuition. Currently there are no pupils receiving peripatetic music lessons.

Non-Uniform Days

Non-uniform days are held to raise money for charity or school funds. Pupils are asked to make a voluntary donation for the right to wear casual clothes. Pupils may wear uniform if they prefer.

Dinner Money

Whilst the school is involved in the collection of dinner money and information notes to parents relating to monies owed, it will not become directly involved in any other matters relating to debt collection.

The School Fund

Where the school generates money through winning prizes, commission on uniform/photographs etc, this money will be held in the School Fund. Such money will be used to benefit the whole school community. This will principally be through subsidising a range of additional extras and transport costs in relation to such events, it will be used for other purposes such as, and for example, purchasing refreshments for school visitors or buying flowers for members of staff or governors that may be unwell. Such expenditure will be at the discretion of the Head Teacher.

Receipts

The school will issue a receipt for all incomes received.

Resources and Recruitment Committee

11.01.17