



Charging Policy

Introduction:

On an occasion when the Governing Body, or its representative, determines that charges should be levied, it will conform to the Charging Policy.

On an occasion when the Governing Body, or its representative requests voluntary contributions from parents (e.g. for a school trip during the school day), it will be made clear that for activities wholly or mainly in school hours, no child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements. Activities which require voluntary contributions include visits to sites of educational value (museums, theatres, etc.) and sporting activities off site.

The Governing Body, or its representative, can not charge parents and pupils for any activity unless it has been included in the Charging Policy. Moreover, when made, charges per pupil can not exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who can not afford to.

Charges Policy

The Governing Body reserves the right to make a charge for the following activities organised by the school:-

- (i) Board and lodgings on residential visits which occur mainly out of school hours.
- (ii) Tuition in the playing of a musical instrument given individually or in a group of four or fewer pupils which is not in fulfilment of National Curriculum, or prescribed public examination requirements.
- (iii) Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
- (iv) The cost of breakages, lost or destroyed school property as a consequence of a pupil's behaviour may be requested from a parent/guardian.
- (v) Where a charge is made for board and lodgings on a residential trip, parents receiving some state benefits may be exempt, the cost of travel to and from the venue however, may still be charged.
- (vi) For optional extras out of school time, provided parents have agreed to their children participating.
- (vii) The cost (or provision) of materials, ingredients or special resources required for specialist subject areas (i.e. cooking or craft) where the children will own the finished product and take it from school premises.
- (viii) To provide a snack for the children during the day (in line with Wrexham Healthy School's Policy). No child will be denied a snack if payment has not been made. Regular reminders will be given to parents. No pressure to pay will be put on parents in receipt of approved means tested benefits or those facing hardship, although evidence of such benefits may be requested. .
- (ix) Journeys within school hours which incur a cost

No pupil will be excluded from activities within or beyond the school day because of financial hardship.

Remission Policy:

In accordance with Section 457 of the Education Act 1996, the Governing Body shall remit the full cost of board and lodging for any residential activity that it organises for the pupil if –

- (i) The activity is deemed to take place in school hours
- (ii) It forms part of the National Curriculum or part of the Governing Body's duty to provide Religious Education
- (iii) If it forms part of the syllabus for a prescribed public examination and which satisfy the County Borough's rules and regulations relating to school journeys.
- (vii) Where a charge is made for board and lodgings on a residential trip, parents / guardians are in receipt of certain state benefits as determined by the LA

In accordance with the Remissions Policy adopted by the Executive Board WCBC the LA will –

- (i) Where a charge has been raised for board and lodging for educational activities at supported outdoor Education & Language Centres, namely Nant B.H., Pentre Llyncymer, Plas Nantyr, Urdd Millenium Centre (Cardiff), Llangrannog and Glan Llyn, then the LA will offer remission to eligible pupils, in relation to one trip per pupil per year.
- (ii) Pupils who are entitled to statutory remissions may, from time to time, be invited to represent their school or the County Borough on foreign exchange visits or take part in special field course or expeditions. In these circumstances, the LA gives such individual cases discretionary consideration.
- (iii) The funds to be made available for remissions will be finite and based on an average of one journey per year for those qualified. The funds will not be delegated directly to schools' LMS budgets. Schools will forward details of the entitlements to enable the appropriate reimbursements to be made. All other remission costs shall be borne by the school.

The School will have the responsibility for determining whether a trip is mainly in or out of school hours. See next page.

Refunds

The Governing Body have agreed that the school will only refund the cost of a trip in the event of a medical reason (medical certificate required) or family bereavement. This will be clearly stated in all communications to parents regarding trips/visits.

Links with other Policies:

This Policy complements the school's Equal Opportunities Policy, Curriculum Policy and Teaching and Learning Policy.

Optional activities outside of the school day:

We may charge for optional, extra activities provided outside of the school day, for example sports clubs run by external organisations. However, such activities are optional as they operate outside of the school day.

DETERMINATION OF WHETHER AN ACTIVITY IS DEEMED TO BE IN OR OUTSIDE SCHOOL HOURS

Education/activities partly during school hours

This is governed by the 50% rule – if the time taken by the activity exceeds 50% in school time, it cannot be charged:

(a) *for non-residential activity* if 50% or more is spent on the activity in school time, including any travelling time but excluding midday breaks, the entire activity is determined to be in school time and cannot be charged. If more than 50% takes place outside school time using the same criteria, it can be charged as an optional extra;

(b) *for residential activities* the criteria for the 50% rule is different. Here the number of ‘half days’ are counted (a half day is any 12 hour period ending noon or midnight). Travel is to be included. If the number of days and half days taken up by the activity is greater than the number of school sessions (morning and afternoon) that the pupil would have to attend on normal school days, then the activity is deemed to take place outside school hours and can be charged. If the number of half days is less than the normal charged. When either departure or a return time splits a half day, then if more than 50% is taken by the activity, all of that half day counts.

Review:

This policy will be reviewed on every two years or sooner in the light of any changed circumstances in the school or local area.

This Policy has been equality impact assessed and is compliant with the Equality Act 2010. All protected characteristics have been considered including age, disability, gender reassignment, race, religion or belief, gender, sexual orientation, pregnancy or maternity, marriage or civil partnership and carers with no impact determined. Poverty has been addressed within the policy, to ensure no child is excluded from an activity because he/she cannot afford to pay. A copy of this policy in another language (e.g. Welsh) is only available on request. (September 2020).

Adopted by the staff and ratified by the Governing Body.

For and on behalf of the Governing Body _____

Headteacher: *R L Billington*

Date: September 2022

Date for Review: Autumn Term 2024



