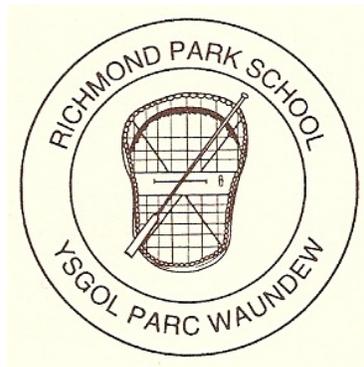


# **RICHMOND PARK PRIMARY SCHOOL YSGOL PARC WAUNDEW**



## **CHARGING & REMISSIONS POLICY**

<b>Date of Policy</b>	<b>June 2017</b>
<b>Date to be Reviewed:</b>	<b>June 2019</b>
<b>Approved at Governor's Meeting Dated:</b>	<b>22 06 17</b>
<b>Signed by Chair of Governors:</b>	

This Policy describes the circumstances when the parents of children at this school will be asked to pay for school activities, when they will be asked to make a [voluntary contribution](#) to costs and when they will not be asked to pay or contribute.

It also describes [Remission](#); when costs will be waived for children from low income households.

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## **1.1 Equality and Safeguarding Statements**

This school and Carmarthenshire County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

## **1.2 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 charge.

## **1.3 Responsibilities**

The head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy regularly to ensure that it meets with current guidance from the Welsh Government.

## **1.4 Policy Statement**

All activities that are a part of the National Curriculum (incl. the Foundation Phase) for compulsory school age children, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials and equipment for the activity.

## **1.5 Voluntary Contributions**

We will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. . The head teacher or teacher will also make it clear to parents that there is no obligation to make any contribution.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day.

## **1.6 Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school club. Charges will be based on the cost incurred less any specific funding received, except the before and after school club which will be charged at a commercial rate.

## **1.7 Education partly during school hours**

A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

- a. Non-Residential Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.
- b. Residential If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

## 1.8 Music Tuition

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges are only made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. Where parents are charged for individual tuition, Governors have agreed to charge parents £50 a term (therefore £50, 3 times a year).

## 1.9 Residential Trips

There will be no charge for:

- Education provided on any visit that takes place during school hours:
- Education provided on any visit that takes place outside school hours if it is:
  - a. part of the National Curriculum
  - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c. part of religious education
  - d. cost of the supply teachers to cover for those teachers who are absent from school
  - e. accompanying pupils on a residential visit.

The school will charge for:

Board and lodging (the charge will not exceed the actual costs). All costs will be itemised.

## 1.10 Remission

When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits will receive a reduced charge from paying the charges - this was agreed by Governors to be 50%.

***The criteria that entitle families to an exemption from paying for the cost of board & lodging has been aligned with current free school meals criteria.***

The Governors have agreed that children who are not covered by the Remission Policy

above may be subsidised in accordance with need, as identified by the Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made direct to the head teacher. The headteacher will then meet with the class teacher and one other member of staff to decide on the level of subsidy or exemption.

### **1.11 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 are unable.