Llansannor & Llanharry C/W Primary School

Charging Policy

Charging Policy

DOCUMENT INFORMATION			
Created by :	Governors' Finance Committee	**Reviewed by :**	Governors' Finance Committee
Reviewed :	Nov 2016	**Next review :**	Sept 2017
Review cycle :	Every year	**Adopted by FGB :**	22nd Nov 2016
Chair of Governors :	Signed electronically by Mrs A. Cooper		
Headteacher :	Signed electronically by Mrs S. Prosser		

LLANSANNOR & LLANHARRY CHURCH IN WALES PRIMARY SCHOOL

CHARGING POLICY FOR SCHOOL ACTVITIES (Statutory policy)

The school's educational provision and most of the activities organised by the school are financed via funds received from the Vale of Glamorgan County Borough Council. No charge is or can be made for the education provided wholly or mainly during normal school hours or for activities, which are part of the National Curriculum, or are part of a prescribed examination syllabus, or part of Religious Education.

Voluntary contributions

Although no charge is made for school time activities, voluntary contributions may be sought for activities that enrich and supplement the normal school curriculum. Without financial support from parents and guardians it may not be possible for these activities to take place.

Requests for voluntary contributions will state that:

- there is no obligation to make a voluntary contribution;
- pupils will not be excluded through parents' inability or unwillingness to pay;
- pupils of parents who cannot contribute will not be treated any differently; and
- where there are not enough voluntary contributions to make the activity possible, the activity may be cancelled. (Voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.)

The following is a list of activities for which voluntary contributions are requested. This list is not exhaustive:

- visits to museums; theatres and concerts; sporting activities; outdoor adventure activities; any offsite activity requiring transport expense
- the expense of arranging specialist visitors to the school
- Swimming provision.

Parents and carers have a right to know how each trip is funded, and the school provides this information on request. In each case, the charge will not exceed the actual cost of providing the activities and the Headteacher, in consultation with the chair of governors, can make remissions to secure bursaries in any of the above areas if deemed appropriate.

Residential visits

A charge will be made for the cost of board and lodging for residential trips, even when taking place largely during school time. Pupils whose parents can show they are in receipt of the following benefits are exempt from paying the cost of board and lodging:

1. Income Support.
2. Income Based Jobseeker's Allowance.
3. Any other benefit or allowance, or entitlement to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip.

Charges for optional extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

- Activities which take place mainly or wholly out of school time if they are not part of the National Curriculum and not part of religious education.
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.
- **Music tuition:** No charge is made for music study as part of the normal school curriculum. There are charges for individual or small-group music tuition, which are not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. Parents and carers will be given information about additional music tuition at the start of each academic year and the school will try to support families who cannot afford music lessons for their children.
- **School Clubs:** The school offers a range of clubs which are largely led by teachers. Charges will be made to cover the use of materials and equipment normally provided for curriculum purposes, the cost of any additional materials and equipment specifically required by the club, and the cost of external organisations or individuals providing coaching, advice and assistance.
- **School concerts, plays, etc:** No charge is made for the children taking part in the activity, or in respect of the scenery, props, costumes, etc.; however charges are made to parents, carers and other who wish to attend the public performances.

Review This policy is reviewed and amended every year in order to update with current guidelines and legislation. Next review date: September 2017.

Sample Letter; Voluntary contribution for Trip/Visit/Practical Activity

Dear Parents,
[child's name/year/subject]
The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**.
Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

In order to finance this trip/activity the school is seeking voluntary contribution of **[amount]** per pupil. There is no obligation to make a contribution, but should we not receive enough contributions, we may have to cancel the trip/activity. We very much hope that you are able to contribute, but if you choose not to your child will not be treated any differently. If the trip goes ahead, it may of course include children whose parents have not paid any contribution. Parents have a right to know how each trip is funded and the school provides this information on request.

We do not ask parents who receive the benefits prescribed in the school's charging policy to make a contribution; if you receive any of these, please let us know.

Your contribution will cover **[specify: travel, accommodation, meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.

To make your contribution please complete the reply slip below and return it with requested amount in an envelope marked with your child's name, class, and the name of the trip or activity, to the school office by **[date]**. Cheques should be made payable to Llansannor & Llanharry Church in Wales Primary School.

Thank you very much for your support.
Yours sincerely

Reply Slip **(**Please return to school office)

[Trip/Visit/Practical Activity] contribution

Child's name:					
Class:					
I enclose	£	cheque		cash	

Please tick appropriate box

Signed: .....Date.....