

# Ffedarasiwn Cwrt Henri, Ffairfach a Talylychau

Pennaeth / Headteacher - Mr Gethin Richards MA, BSc

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## Polisi Codi Tâl

### Charging Policy

#### **AIMS**

To make a broad programme of trips and activities accessible to as many students as possible.

To establish and maintain a fair and coherent system of charges within the constraints of the school budget.

#### **REVIEW**

The Governing Body or the Finance Committee will review the Charging Policy annually, agree the sale of items, lettings and confirm charges accordingly.

#### **WHEN CHARGES ARE APPLIED**

In practical subjects parents may be asked for the full or partial cost of material or in ingredients if they have indicated in advance that they wish to own the finished product.

Voluntary contributions may be invited for trips which take place mainly within 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 the budgetary requirements.

Trips which take place mainly out of school hours are chargeable.

Board, lodging and travel costs (Pendine, Llangrannog, London) will be charged on residential trips, subject to statutory exceptions.

The cost of examinations entries (if applicable these apply mainly to Secondary School Pupils) for subjects taught within the school will normally be met by the school but where candidates have failed to meet the school's entry criteria or leave school prior to the examinations but still wish to be entered may be asked to pay entry fees.

In cases where charges are to be levied, parents must be advised in advance and monies collected prior to the activity. Requests for help from parents on Income Support or Family Credit will be considered and assistance provided within the limits of the school's budget. Complete confidence will be observed in all such matters. Any insurance costs will be included in charges for trips and activities.

All items to be sold in school must have prior approval of the Headteacher. There must be a record of expected income which should be received if all items are sold, an accurate stock record and total of income banked.

Activities which are wholly or mainly within school hours should not normally be chargeable, however, instrumental music tuition and/or loan of instruments may be chargeable unless it is part of a public examination or National Curriculum course. Requests for contributions towards transport costs will be made in some instances.

The school will recover the cost of breakages (e.g. glass/vandalism) from the parents of a pupil found damaging school property.

The school's disposal of assets procedure must be applied when a school asset is sold. The Head teacher must authorize a sale and appropriate records must be kept.

#### **WHEN CHARGES WILL NOT APPLY**

Charges will not be made for any activities which form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements.

Activities which are wholly or mainly within school hours should not normally be chargeable.

The cost of examination entries for subjects taught within the school will normally be met by the school.

