**Llanfair Primary School**

**A Policy on Charging for School Activities**

**Rationale**

The purpose of this policy is to set out what charges can and cannot be made for activities at Llanfair Primary School. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities. The 1996 Act requires that every

governing body and local authority in Wales should have charging and remissions

policies in place and review them. This policy is based upon the guidance from the Welsh assembly on Charging for School Activities.

**Circumstances where no charge is made**

No charge will be made for:

**Education in School**

• Education provided wholly or mainly during school hours.

• Admission to school for children of compulsory school age.

• Activities which are part of the National Curriculum, or are part of a prescribed examination syllabus, or part of Religious Education.

• The supply of any materials, books or other equipment.

**Transport**

• Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.

• Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.

• Transport provided in connection with an educational visit which is part of the National Curriculum.

**Residential visits**

• 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 part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

• Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

**Circumstances where the School may Charge Parents**

**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:

**Education**

* Activities which take place mainly or wholly out of school time if they are not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupils being prepared for at the school 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.
* The school regards the provision of educational trips as highly beneficial and a means of enhancing the curriculum. There is no intention of restricting this provision, but the school has no ability to meet the cost of all educational trips each year. Therefore the school will ask for a voluntary contribution from parents.

**Music tuition**

* Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the National Curriculum or a public examination syllabus being followed by the pupil.
* The school curriculum allows the teaching of music within the school week throughout the school. Piano/Keyboard, Woodwind and Strings are taught through Cardiff County and Vale of Glamorgan Music Service. Parents pay music fees electronically to the Music Service. Charges will also be made for the cost of entering a pupil for a graded musical examination for all instruments.
* School offers whole-class strings tuition to year 1 pupils.

This was initially a project funded by Welsh Government; due to the obvious benefits to the children, this has been continued by the school as a commitment to the development of music. However, parents are asked to cover the cost of this. We retain the loaned instruments for the duration of the project.

**Hiring of musical instruments**

The school has a few spare musical instruments that can be borrowed by pupils when they first start to learn. Instruments may be hired or bought through the County Music Service. Where hiring or purchase takes place through the Music Service, the levying of the charge and its collection will be a matter between the parents and the Service.

**Transport**

Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.

**Voluntary Contributions**

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.

Requests to parents for voluntary contributions are done so with knowledge that:

• there is no legal 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 and there is no way to make up the shortfall, the activity will be cancelled.

Requests made for 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.

**Year 5 and 6 Residential**

The 1988 Educational Reform Act does allow schools to seek voluntary contributions for the benefit of the school or in support of any school activity whether it is during or outside school hours, residential or non-residential.

The Governing Body will review requests from families who are unable to make full or part contributions to the residential week which is run every year and will consider each request separately. Parents must be aware however where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

The school sets up a monthly instalment payment system for parents.

**Supplementary Information**

**Uniform, P.E. Kit, Calculators, Pens etc. Aprons**

Parents can be invited to equip their child with items of personal equipment intended to be used solely by their child.

**Breakages and Damage**

Where a pupil’s behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the school's discretion.