

# PORTFIELD SCHOOL & SATELLITE CENTRES



## POLICY DOCUMENT FOR CHARGES (FINANCIAL FOR SCHOOL ACTIVITIES)



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Welsh Network of Healthy School Schemes



Welsh Heritage Schools Initiative



Menter Ysgolion y Drefnadaeth Gymreig



Sept 2017

**Policy Review**

The Policy statement will be reviewed biennially.

Headteacher ..... Date .....

Chair of Governors ..... Date .....

# Portfield School

## Policy on Charging for School Activities

### 1. Introduction

Section 457 of the Education Act 1996 requires the governing body of any maintained school to adopt a policy on charging and remission arrangements for school activities. The school will charge parents for school meals unless pupils are in receipt of free school meals and snacks.

This policy was adopted by the governing body of Portfield School on 20<sup>th</sup> September 2017 and will be subject to review every two years.

The principal circumstances in which charging is permissible under the Education Act 1996 are as follows:

### 2. School Trips

**Non Residential** – No charge will be levied in respect of school trips that take place during school hours or are a necessary part of the curriculum.

**Residential (Essential)** – For residential trips which are essential to the National Curriculum, statutory RE or in preparation for accredited examinations, a charge will be levied for board and lodging.

**Residential (Non-essential)** – For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board lodging, activities & transport

### 3. Examinations

The Governing Body reserves the right to levy charges in respect of the following:

- a) Where a parent (or pupil of 18 asks for an examination result to be re-scrutinised and a charge is made by the examining board for this service.
- b) Where a parent (or pupil of 18+) requests copies of scripts from examination boards.
- c) Where the governing body agrees to enter a pupil for an accredited qualification examination for which he or she has not been prepared by the school,
- d) When a parent (or pupil of 18+) requests a second or subsequent re-sit of an examination component.
- e) Where a pupil, with parental agreement, is entered for an examination for a non-accredited qualification

- f) Where a pupil fails, without good reason, to complete the requirements of any public examination (including failure to attend an examination without an approved reason) where the school paid or agreed to pay the entry fee.

The charges levied in a) to f) above will be the cost of the examination entry fee plus appropriate administration costs.

#### **4. Finished Materials**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology including cookery, a charge may be levied for the cost of the materials used. The school will charge for DVD's of activities which will be on sale to parents to purchase if they wish.

#### **5. Music Tuition**

The governing body reserves the right to levy charges in respect of individual music tuition, and group tuition up to and including 4 persons, if the teaching is not an essential part of either the national curriculum or an accredited qualification syllabus being followed by the pupil.

#### **6. Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the national curriculum or religious education, or that form an essential part of the syllabus for an accredited qualification.

If a pupil is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

For all other activities outside school hours, the governing body reserves the right to charge up to the cost of the activity.

#### **7. Damage / Loss to Property**

The governing body reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property and/or third party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **8. Voluntary Contributions**

Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Where, however, there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## **9. Lettings**

Refer to the school's Lettings Policy and the scale of charges determined annually by the Finance Committee.

## **10. Financial Support (Remissions)**

If the parent/guardian of a pupil is in receipt of the following benefits (or their equivalent):

- Income support
- Income based jobseekers' allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit – provided that they do not also receive Working Tax Credit).

The governing body may take the decision to make a part or full contribution to the charges in respect of a pupil, if it feels it is reasonable in the circumstances, in the following matters:

- a) Music tuition
- b) Residential cost of trips
- c) Materials costs for Art and Technology

*The extent of any such contribution will be decided by the Headteacher and Chair of Governors.*

## **11. Review**

This policy will be subject to review every two years.