



Charging Policy

This document was:

Reviewed/revised at meetings of the full Governing Body held on: 17th November 2021, 16th October 2024

Review date: October 2027

**Signed: _____ Chairperson
schools governing body, on behalf of the governing
body**

Date: _____

Signed: _____ Headteacher

**Distribution: Staff, governors, pupils, parents/carers
and visitors to the school**

Charging Policy

Introduction

Ysgol Ty Coch Special School is a Rights Respecting School. As a Rights Respecting School, we aim to embed children's human rights in our ethos and school culture. We base our practice on the principles of equality, dignity, respect, non-discrimination and participation. Working within these principles not only empowers our children and young people, but also leads to enhanced learning, improved standards and better relationships.

The United Nations Convention on the Rights of the Child (UNCRC) is the most complete statement of children's rights ever produced and is the most widely-ratified international human rights treaty in history. This policy relates to Articles 28 and 29 of the UNCRC.

Article 28: Children have a right to an education. Discipline in schools should respect children's human dignity. Primary education should be free.

Article 29: Education should develop each child's personality and talents to the full.

Aim

The aim of this policy is to ensure clarity around activities which are free and those which may be contributed towards or where a charge is deemed necessary.

All education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, the trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution.

As part of our commitment to ensuring equality, all pupils are given the same opportunities to participate in all activities.

The school aims to keep the cost of these activities as low as possible. The school will give sufficient notice of such activities to allow parent/carers to pay by instalments.

The 1988 Education Act draws a distinction between the term `charges`, which are considered to be an obligatory cost and voluntary contributions` which are self-explanatory.

Any deficit in the contributions received to fund such activities may be met from a variety of sources such as sponsorships, grants, donations from voluntary organisations or a charity fund. Should there be any surplus this sum will be deposited in the school fund for the benefit of future activities.

If a parent/carer wishes their child to take part in an Educational Visit or event, but is unwilling or unable to make a voluntary contribution towards the cost of the activity, this will not prohibit the child from participating. The school will fund the cost as described above in order to ensure the child is afforded equality of opportunity.

Parents have a right to know how each trip is funded. The school provides this information on request.

Out of School Activities

An out of school activity is defined as an activity undertaken outside the normal hours of the defined school day.

The following is a list of Out of School Activities, organised by the school, which may require voluntary contributions. These activities are known as `optional extras`. This list is not exhaustive and may include such things as:

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to or by a theatre company;
- leisure trips;
- musical events;
- the cost of transporting pupils.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the Curriculum, no charges are made for the education or travel expenses.

If it is not possible for the cost of board and lodging to be met by the school or via one of the funding methods mentioned above a charge will need to be made to

cover these costs. Payments can be made via instalments. For pupils who are in receipt of free school meals, charges are kept to a minimum. There are more details of this in the Poverty Awareness Policy.

Swimming

The school organises swimming lessons for pupils, at various times throughout the year. These take place in school time and are part of the Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place.

Damage/Loss to property

In cases of wilful damage to equipment or breakages, or loss of school books on loan to children, the Head teacher, in consultation with the Chairperson of the school's Governing Body, will decide whether a charge will be made to cover the cost of repair/replacement of the damaged/broken item.

Each incident will be dealt with on an individual basis and at the discretion of the Headteacher and the Chairperson of the school's Governing Body.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined by the Finance Committee of the school's Governing Body and forms part of the school's Lettings policy.

Implementation of the policy

The school will manage implementation of this policy with the support and guidance of the Local Authority.

General

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Lunch time / After School Sport and Creative Activities

Sport and creative activities are provided after school hours by the Youth

Engagement Participation Service (YEPS). This is an organisation that is separate from the school. They will have their own policy regarding charging for any provisions that they offer.

Health and Safety

The school follows the recommendations of the Local Authority's (LA) and the governing body's Health and Safety Policies.

Staff accept the responsibility to plan safe experiences / activities in relation to school visits/activities off-site and to match the level of adult supervision and support to the degree of risk. Any specific issues relating to Health and Safety that requires immediate action must be brought to the attention of the Head teacher, Educational Visits Co-ordinator and Health and Safety Officer.

Staff Development

Staff will have access to in-service training as and when appropriate. This is in accordance with the school's policy for staff development. Any new developments in the regulations pertaining to charging policy/ discrimination/equal opportunities will be disseminated by the Co-ordinator throughout the year.

Safeguarding

The safeguarding of pupils is of paramount importance. The school understands its duty to keep learners safe and adheres to the PREVENT agenda and broader safeguarding guidelines. Regular and well-planned lessons are taught in e-safety and Sex and Relationship education to ensure our pupils are given the very best advice on how to keep themselves safe.

Role of the Head teacher

To keep abreast of any changes to the legislation and ensure that all relevant school policies are updated accordingly;

To ensure that staff are made aware of and comply with any updates to the policies;

To plan appropriate INSET for staff, as necessary, to meet the revised requirements.

Links to Other Policies

This policy should be read in conjunction with:

Teaching and Learning Policy
Equality and Anti – Discrimination Policy
Curriculum Policy
Equal Opportunities and Strategic Plan
Differentiation and Equal Opportunities Policy
Food and Fitness Policy
Educational Visits Policy
School Council Constitution
Poverty Awareness Policy