



**CHEPSTOW  
SCHOOL**  
INSPIRING LEARNING

# **CHEPSTOW SCHOOL**

## **CHARGING POLICY**

**Approved by:** Full Governing Body

**Last Reviewed on:** 05.10.2023

**Next Review Date:** 19.09.2024

# CHEPSTOW SCHOOL | YSGOL CAS-GWENT

## **Rationale**

The purpose of this policy is to set out what charges can and cannot be made for activities in Chepstow 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

It is school policy that charges will not be made for items or activities which are essential to good education. Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, charges may be made for providing materials, books, instruments or equipment as follows:

## **Education**

Materials used in practical subjects and project assignments provided parents/carers have agreed in advance that they or the pupil wish to keep the finished product eg ingredients or materials.

## **Materials for Lessons / Projects**

Parents may be asked to contribute where finished items are to be taken home, e.g. Technology (food, textiles, wood, plastic, metal items) and Art (pottery). Departments endeavour to inform students and families of any course-related excursions that have a financial cost in advance. It is school policy to assist Free School Meal students wherever possible.

## **Examinations**

If a student fails, without good reason, to complete the requirements for any public examination for which the Governing Body has paid or is liable to pay an entry, it can recover the fee from the parent. This might happen if the student did not complete the coursework, or did not attend one or more of the examination papers.

## **Music Tuition**

The school will make a charge for instrumental music tuition provided in or out-of-school hours.

## **Transport**

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

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## Curriculum-Related Trips and Visits

The school meets the criteria of the 1988 Education Act prohibiting charges for those trips and visits that are essential to the curriculum. Very few come into this category: most are desirable and serve to enrich the course of study. This is explained fully in letters requesting parental permission for any visit. The school may ask parents to voluntarily contribute some or all of the cost of such trips.

The school accepts that if on principle, parents do not wish to pay for such trips, they have the right to refuse. All monies collected are refunded if, due to lack of support, a trip has to be cancelled.

## Recreational Trips and Visits

Some trips are clearly recreational but may have valuable incidental benefits. In such cases, parents will have to pay the full costs.

## Facility Hire

*Please refer to the Hire of Facilities document and booking form for the latest costs and available facilities to hire*

The Governing Body is keen to see the school's premises and grounds used for the benefit of the whole community for a range of reasonable and acceptable purposes including but not limited to cultural events, festivities and learning.

The school's prime purpose is to provide the best possible education for its students. The school wishes to be at the hub of our community promoting equality of opportunity in an overall inclusive and accessible environment and this policy is designed to give access to our facilities whilst keeping our commitment towards our students and community, and also sets out the:

- facilities that are made available to our community;
- charges for the hiring of the school's premises;
- responsibilities of the Governing Body; and
- responsibilities of the Users/Hirer.

Our lettings charges operate within the framework of the Monmouthshire County Council's Equal Opportunities Policy as adopted by the school and the Governing body without prejudice.

The income and expenditure relating to lettings will be clearly recorded by the school and reported under the guidelines for Financial Management in Schools.

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## **Voluntary Contributions**

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

Requests to parents/carers for voluntary contributions will state that:

- there is no legal obligation to make a voluntary contribution,
- pupils will not be excluded through parents'/carers' inability or unwillingness to pay,
- pupils of parents/carers 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/carers are unwilling or unable to pay the full charge.

The school is conscious of the fact that it can be difficult for parents/carers to make voluntary contributions for their children to take part in activities, and, where this is the case, the school would not want to disadvantage a child and would make every effort to ensure that the child can participate.

## **Breakages and Damages (Wilful)**

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

- No charge will be made for accidental damage
- 50% of the cost of repair or replacement will be charged when a student has caused damage to school property in an accident caused by a transgression against school rules.
- 100% of the cost of repair or replacement will be charged where the damage to school property is wilful and deliberate or if they lose school property such as textbooks, IT equipment.

## **Concluding Statement**

In all cases where charges are made, it will be the school's intention to charge the precise cost of the service provided. The Governing Body, in consultation with the Headteacher, will regularly review this policy and associated procedures in order to ensure its continuing effectiveness.