



## CHARGING POLICY

*This policy was adopted by the  
Governing Body:  
Autumn 2017  
Next Review: Autumn 2019*

## **Charging Policy for Educational Visits**

- The cost of the proposed visit should be stated and although no charge can be made for visits organised in school hours, a voluntary contribution will be requested.
- No child will be excluded from the visit due to lack of a voluntary contribution. The Headteacher will subsidise the cost with a contribution from the PDG funding, School Fund or a P.T.A. contribution.
- If insufficient voluntary contributions are received it may be necessary to cancel the visit.
- No profit will be made on any Educational Visit organised during school hours or in any circumstances without the agreement of the Governing Body.
- For residential field trips the charge will vary depending on the venue.
- Any visits 'abroad' will be costed and a meeting with Governing Body and Parents/carers held prior to any arrangements being made so that all parties will reach agreement on the contribution to be made by Parents/carers, School and/or P.T.A. in each case.
- The school operates an 'organisation of trips and visits protocol to ensure that all pupils have appropriate access and opportunities for all trips and visits.
- Parents/carers eligible for remission who are in receipt of benefits considered by the L.E.A. will be informed of their rights.
- Packed lunches will be provided for pupils in receipt of free school meals when arranging any educational visit for a full day.
- Pupil Support sub-committee are allowed to accept proposals where there is good reason.
- Charges for attendance at additional sporting sessions
- If a pupil represents Ysgol Uwchradd Caergybi in a sport, then no cost should be requested for transport or additional costs.
- If pupils take part in other events, which does not represent Ysgol Uwchradd Caergybi, then this should come under 'trips and visits' procedure.
- If pupils are taking part in additional after school sessions on a weekly basis, Ysgol Uwchradd Caergybi would generally cover the costs, except in circumstances where excessive cost is likely.

## **Charges for Additional Music Lessons**

The school provides additional music lessons for those pupils wishing to learn to play an instrument or for vocal coaching. Parents and Carers are asked to contribute to this but all pupils in receipt of peripatetic input are expected to play a full role in performing arts activities in school throughout the year.

## Charging Policy for Lettings

The building will only be let to persons who are able to comply with current guidance on DBS checks if working with pupils from Ysgol Uwchradd Caergybi.

Copies of the relevant insurance documentation will have to be verified prior to allowing tutors to carry out activities with pupils out of school hours. This will constitute 'Personal Liability Insurance'.

Lettings will be charged at:

- £16 per hour for the school hall
- £10 per hour for a classroom
- £16 per hour if two classrooms are let on the same evening
- £25 per hour on weekends (and holidays)
- £16 per hour for the school Gymnasium
- £20 per hour for the Canteen
- £16 per hour for the Dance studio

Additional services will be charged according to individual demand, e.g. caretaking

- Letting charges will be reviewed by the Governing Body at least on an annual basis and individual agreements may be created for persons wishing to engage in 'long term lettings which are for more than one hour per session'.
- Payment should be made at the start of the letting.
- Letting fees are charged 10 weeks in advance and invoiced to the person letting the premises. The cheques are paid directly into the school budget and are accounted for as 'income'.
- Discretion of school to let without charge, e.g. charitable activities.
- Car Parking – no charges.

## Charging for Special Performances and Events

A small charge will be made for attendance at Productions.

Entry will be by ticket/programme only in order to comply with fire regulations on the number of adults who may safely be seated in the hall for any performance.

The proceeds of this event will be banked in the School Fund and used for a variety of purposes to provide a range of experiences, events, supportive measures for individual pupils.

## Charging for Breakages or Damage to School Property

The school does not charge for occurrences where the damage is accidental, but where a child has deliberately caused damage or broken an item – following consultation with parents/carers, a small contribution should be made to the school by the pupil in order to help to replace the item in question. If parents/carers do not feel that this is appropriate, their views are always respected.

For major damage/accidents, insurance claims will be made to cover costs.

## Management of School Fund

The interest earned on all monies in School Fund remain within School Fund.

The School Fund is managed and maintained by Miss Louise Mitchell in liaison with Mr Adam Williams, Headteacher – there are always two signatories for the school fund.

School fund is audited by an independent person with Accountancy Experience, who is not a signatory for the fund or a Governor, on an annual basis and by Anglesey Council Auditor on a three yearly basis. Findings are fed back to the whole Governing Body via the formal Audit Report.

All School Fund records are available for scrutiny and are presented to the Governing Body on an annual basis following the audit.

**This Policy is reviewed on an annual basis.**