

YSGOL GYNRADD



**Ysgol Gynradd Albert Primary School  
Charging and Remissions Policy**

**May 2022**

At Albert Primary, our code of practice has been drawn up in accordance with the requirements of the Education Reform Act 1988 and covers the circumstances in which pupils will be charged for activities organised by the school.

### **Visits**

No charge will be made for visits within school hours but the school may ask for voluntary contributions to defray the cost of admission fees, transport, etc. Children will not be prevented from taking part in a visit because of an inability to make a contribution.

**If there are insufficient voluntary contributions it will be made clear that the visit may not take place.**

### **Materials used by pupils**

The school will make no charge unless the pupil wishes to keep the completed article in which case the parents must either purchase the materials from the school or provide the materials themselves. This is under the sole discretion of the school.

### **Default of Payments**

The school will charge parents/carers/organisations who pay by cheque, if, when presented to the bank, there are insufficient funds to cover the amount. The school is not in a position to cover costs incurred from the bank.

### **Music**

Steel Pans lessons will be charged to the pupil to cover the cost of provision. Other peripatetic music lessons will be paid directly to the provider – CAVMS. Parental/Carer agreement will be sought in advance of charging for tuition. Please speak to the school office for the latest costs of Steel Pans tuition. Please contact CAVMS direct for information regarding the latest costs associated with specific instruments.

### **Team Games**

No charge will be made to pupils for travel expenses to away games. Voluntary contributions from parents towards the cost are welcomed.

### **Replacement of School Property**

The replacement cost of lost or damaged items of school property will be charged to the pupils when this is a result of the pupil's behaviour.

### **Activities organised by Third Parties**

While the school may pass information from third parties to parents it will not accept liability in the event of parents making agreements with such parties whether the activity takes place inside or outside school hours.

The charges outlined in this policy, in exceptional circumstances, may be remitted in whole or in part at the discretion of the Head Teacher.

### **Appendix**

The Education Act 1996 distinguishes between visits which take place mainly during school hours and are referred to as “school visits” and those which take place mainly out of school time and are referred to as “optional extras”. A “school visit” is one in which fifty per cent or more of its total duration, including travelling time, falls within the school day excluding lunch break. For “school visits” of more than one day there is an extended definition.

For all visits a risk assessment, LA notification form will be completed, and logged on the LA Educational Visits website. (Evolve) – See our Educational Visits Policy.

