

<b>Policy:</b>	Charging
<b>Responsibility:</b>	Finance Committee
<b>Headteacher's recommendation to the Governing Body:</b>	<i>This policy is based on the policy provided by IOACC's Department of Lifelong Learning.</i>
<b>Adopted:</b>	02/03/17
<b>Review:</b>	Every three years, as dated below:



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Ysgol Cybi

**Polisi ar godi tâl a dileu codi tâl am weithgareddau ysgol**

Credwn y dylai ein disgyblion i gyd fod â chyfle cyfartal i elwa o weithgareddau ac ymweliadau (cwricwlaidd ac allgyrsiol) yn annibynnol ar foddion ariannol eu rhieni. Mae'r polisi hwn ar godi a dileu codi yn disgrifio sut y gwnawn ein gorau i sicrhau y cynigir ystod dda o ymweliadau a gweithgareddau ac, ar yr un pryd, geisio lleihau'r rhwystrau ariannol a all rwystru rhai disgyblion rhag manteisio'n llawn ar y cyfleoedd. Mae Deddf Addysg 1996 yn ei gwneud yn ofynnol i bob ysgol fod â pholisi ar godi a dileu codi am weithgareddau ysgol, a gedwir o dan adolygiad rheolaidd. Cofnodir y dyddiad arolwg ar gyfer y polisi hwn ar ddiwedd y ddogfen.

**1) Cyfraniadau gwirfoddol**

Ar wahân i'r mater o godi tâl, gall ysgolion bob amser geisio cyfraniadau gwirfoddol er mwyn cynnig amrywiaeth eang o brofiadau i'r disgyblion.

***Mae'r Gyfraith yn dweud:***

Os na ellir ariannu'r gweithgaredd heb gyfraniadau gwirfoddol hysbysir y rhieni o hynny o'r dechrau.

Ni adewir unrhyw blentyn allan o weithgaredd oherwydd nad yw rhieni'n gallu talu.

Os na chodir cyfraniadau digonol, mae modd y bydd yn rhaid canslio'r daith neu'r gweithgaredd.

Os nad yw rhiant yn fodlon neu os nad yw'n gallu talu rhoddir cyfle cyfartal i'w plentyn fynd ar yr ymweliad.

## **2) Ni chodir tâl am**

1. Addysg a ddarperir yn ystod oriau ysgol (yn cynnwys cyflenwi unrhyw ddeunyddiau, llyfrau, offerynnau neu offer arall, oni fo'r disgybl/rhiant wedi bod yn gyfrifol am golli deunyddiau a gyflenwyd yn wreiddiol yn ddi-dâl);
2. Addysg a ddarperir y tu allan i oriau ysgol os yw'n rhan o'r Cwricwlwm Cenedlaethol, neu'n rhan o faes llafur ar gyfer archwiliad cyhoeddus rhagnodedig y paratoir y disgybl ar ei gyfer yn yr ysgol, neu ran o gwricwlwm sylfaenol yr ysgol ar gyfer addysg grefyddol;
3. Addysg a ddarperir ar unrhyw daith sy'n digwydd yn ystod oriau ysgol;
4. Athrawon cyflenwi i gyflenwi ar gyfer yr athrawon hynny sy'n absennol o'r ysgol yn mynd gyda disgyblion ar daith breswyl;
5. Cludiant a ddarperir mewn cysylltiad â thaith addysgol.

## **3) Gweithgareddau / adnoddau y codir tâl amdanynt**

### **a) Gweithgareddau y tu allan i oriau ysgol**

Gweithgareddau di-breswyl (ar wahân i'r rhai a restrir yn 1 uchod) sy'n digwydd y tu allan i oriau ysgol ond dim ond os yw mwyafswm yr amser a dreulir ar y gweithgaredd hwnnw yn digwydd y tu allan i oriau ysgol (mae amser a dreulir ar deithio yn cyfrif yn y cyfrifiad hwn os bydd y teithio ei hun yn digwydd yn ystod oriau ysgol).

### **b) Gweithgareddau preswyl**

Costau bwyd a llety (ond dim ond y costau hynny) teithiau preswyl yr ystyrir eu bod yn digwydd yn ystod amser cinio. Fodd bynnag mae modd na chodir costau bwyd a llety ar ddisgyblion y mae eu rhieni'n derbyn rhai budd-daliadau (gweler y polisi dileu codi tâl isod).

Teithiau preswyl yr ystyrir eu bod wedi digwydd y tu allan i amser ysgol (ac eithrio ar gyfer y gweithgareddau hynny a restrir yn 1 uchod). Edrychir ar weithgareddau y gellir codi tâl amdanynt (ac eithrio bwyd a llety ar gyfer teithiau preswyl) fel 'ychwanegolion opsiynol'. Ni fydd codiannau'n mynd yn fwy na chost wirioneddol (y disgybl) y ddarpariaeth.

### **c) Hyfforddiant cerdd**

Hyfforddiant cerdd ar gyfer unigolion neu grwpiau o hyd at 4 disgybl.

### **d) Arholiadau Cyhoeddus**

- a. Mae gan y Pennaeth y cyfrifoldeb dirprwyol o benderfynu a yw disgyblion yn cael eu rhoi i mewn i arholiadau arbennig.
- b. Mae gan y Pennaeth yr awdurdod i godi am ymgeiswyr arholiad mewn rhai amgylchiadau.
- c. Awdurdodir y Pennaeth i ofyn am dâl am ffioedd arholiad a wastreffir.

### **e) Colli a Difrodi Eiddo Ysgol**

Mae rhieni disgybl sy'n difrodi neu golli unrhyw eitem o eiddo neu offer ysgol, yn cynnwys, er enghraifft, ffenestri neu lyfrau gwaith cartref, yn atebol am gostau atgyweirio neu ailosod. Mae'n rhaid peri bod y datganiad ffurfiol hwn ar gael i bob rhiant. Mewn gwirionedd, datrysir unrhyw broblemau fel arfer yn gyfeillgar iawn.

**f) unrhyw eitem neu ddefnyddiau a gynigir i rieni lle mae rhiant yn dymuno i'w plentyn fod yn berchen arnynt:** er enghraifft, model o glai a wnaed yn yr ysgol (i gwmpasu cost y clai), CD o ganeuon plant...

**g) Mynediad i ddiwyddiad arbennig yn yr ysgol lle mae'n rhaid i aelodau o'r gynulleidfa wneud cais am docynnau:** er enghraifft Cyngerdd Nadolig.

**h) Cinio ysgol:** codir tâl am ginio ysgol ar y raddfa gyfredol a osodir gan yr Awdurdod Addysg – gall y bydd rhieni ar incwm isel yn gallu hawlio cinio ysgol di-dâl a dylent ofyn yn swyddfa'r ysgol am fanylion.

## **4) Gellir hepgor codi tâl**

Er mwyn symud rhwystrau ariannol oddi wrth ddisgyblion sydd dan anfantais, mae'r corff llywodraethu wedi cytuno y cynnig rhai gweithgareddau ac ymweliadau lle gellir codi tâl yn gyfreithiol heb godi tâl neu godi tâl gostyngol ar rieni mewn amgylchiadau arbennig. Rhoddir meini prawf isod ar gyfer bod yn gymwys ar gyfer dileu codi tâl. Rhieni sy'n derbyn;

- Cymhorth-dal Incwm
- Lwfans chwilio am waith seiliedig ar incwm
- Cefnogaeth o dan ran VI o Ddeddf Mewnfudo a Lloches 1999
- Credyd Treth Plant, a chaniatáu nad yw Credyd Treth Gweithio yn cael ei dderbyn hefyd ac incwm y teulu (fel yr asesir gan Gyllid y Wlad) ddim yn fwy na £14,155
- Pensiwn Gwarantedig y Wladwriaeth

Mae'n rhaid i rieni wneud apwyntiad i drafod eu hamgylchiadau unigol gyda'r Pennaeth os dymunant dderbyn cynnig yr ysgol.

### 5) Ystyriaethau ychwanegol

Mae'r corff llywodraethu yn adnabod ei gyfrifoldeb i sicrhau nad yw cynnig gweithgareddau ac ymweliadau addysgol yn gosod baich dianghenraid ar arian y teulu. I'r diben hwn byddwn yn ceisio ymlynu at y canllawiau a ganlyn:

- Lle bo modd byddwn yn cyhoeddi rhestr o ymweliadau (a'u bras gost) ar ddechrau'r tymor fel y gall rhieni gynllunio ymlaen.
- Rydym wedi sefydlu cyfundrefn i rieni dalu mewn rhandaliadau
- Pan fo cyfle am daith yn codi ar fyr rybudd bydd modd trefnu i dalu drwy rhandaliadau y tu draw i ddyddiad y daith
- Rydym yn cydnabod bod cynnig cyfleoedd ar sail 'y cyntaf sy'n talu y cyntaf a weinyddir' yn gwahaniaethu yn erbyn disgyblion o d



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### Policy on charging for and remissions for school activities

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

#### 1) Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils.

**The Law says:**

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

## **2) No charges will be made for**

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment, unless the pupil/parent has been responsible for losing materials originally supplied free of charge);
2. Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
3. Education provided on any trip that takes place during school hours;
4. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
5. Transport provided in connection with an educational trip.

## **3) Activities / resources for which charges may be made**

### **a) Activities outside school hours**

Non-residential activities (other than those listed in 1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

### **b) Residential activities**

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

### **c) Music tuition**

Music tuition for individuals or groups of up to 4 pupils.

### **d) Public Examinations**

- a. The Headteacher has the delegated responsibility to decide whether pupils are entered into particular examinations.
- b. The Headteacher has the authority to charge for examination entries in certain circumstances
- c. The Headteacher is authorised to request payment for wasted examination fees

### **e) Loss and Damage to School Property**

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or homework books, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably

**f) Any item or materials that are offered to parents where a parent wishes their child to own them:** for example, a clay model made in school (to cover the cost of the clay), a CD of children's songs...

**g) Admission to a special event at school where members of the audience must apply for tickets:** for example a Christmas Concert.

**h) School Dinner:** school dinners are charged at the current rate set by the Education Authority – parents on low income maybe able to claim free school dinners and should ask at the school office for details.

#### **4) Charges may be waived**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Criteria for qualification for remission are given below. Parents in receipt of;

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £14,155
- Guaranteed State Pension

Parents must make an appointment to discuss their individual circumstances with the Headteacher if they wish to take up the school's offer.

#### **5) Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of term so that parents can plan ahead.
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.