



YSGOL GYNRADD  
**PARC LEWIS**  
PRIMARY SCHOOL

## A Policy for Charging and Remission

**Audit as per LEA Policy Document guidance**

**Checked by** ..... **(date)**

**Approved by** .....**(date)**

**Date of Next Review** .....

**Reviewed by** .....

**Date** .....

**Parc Lewis Primary School**  
**Charging and Remissions Policy**

**1 Introduction**

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

**2 Voluntary contributions**

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally.

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums etc;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company
- school trips abroad
- musical events.

**3 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 National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

**4 Transport**

The school covers the cost of children transported to an extra-curricular activity. However if in the future, the school needs to ask for a contribution, it would only be to cover transport costs and not to make a profit.

**5 Activities not run by the School or LA**

When organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

## **6 Extra Curricular Activities**

The school will endeavour to offer the children a range of optional extra curricular activities to widen their experiences e.g. art, football, rugby, cross country boys hockey, athletics, Spades and Spoons, recorder club, choir, gardening club. Parents may be asked for payment if outside specialist teachers/coaches are employed to run the clubs. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher.

## **7 Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology, DT, FP hands on activities is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

## **8 Breakages and Lost or Damaged Books**

Where a child's actions incur extra costs to the school such as by breakage of equipment, damage to premises, loss or damage to books, parents will be invited to pay a contribution to cover the whole or part of the cost.

## **9 Additional Learning Needs**

The governing body confirms that no pupil with ALN or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

## **10 Refunds and Repayment**

Where an activity makes a surplus, refunds will be issued by the Secretary surplus of 5% or more of the total cost per person.  
Payment made for trips etc. will not be refunded as the costing for the trip will have already been calculated

## **11 Monitoring and review**

This policy is monitored by the governing body, and will be reviewed as part of an ongoing cycle, or earlier if necessary.