The Federation of Cwmfelinfach and Ynysddu Primary Schools

Charging & Remissions Policy

Policy History	
Written	September 2022, 24, 25, 26
Agreed by Governing Body	September 2026

Charging and Remissions Policy

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as the school's published start and finish times.

It is the Schools responsibility to ensure that during the school day all activities that are a necessary part of the Curriculum and religious education will be provided free of charge. This includes any materials and equipment. It excludes charges made for the teaching of pupils to play musical instruments when the teaching is not an essential part of the Curriculum.

The Federated Governing Body of Cwmfelinfach and Ynysddu Primary Schools recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential visits can make towards pupils' education.
The Federated Governing Body seeks to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charges

The Federated Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- School Journeys/Residential Experiences in School Hours
  The board and lodging element of approved residential activities deemed to take place in school hours;

- Activities Outside School Hours
  The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours;

- Instrumental Tuition
  The cost to the pupil for providing any instrumental tuition not part of normal LEA peripatetic provision.

- Swimming

Charges will be made to supplement the funding provided by the local authority to facilitate a longer, intense period of instruction.

Voluntary Contributions

In practice many of the events, which are held in school, are supported by generous voluntary contributions from the majority of parents. It should be noted that no child will be excluded from an activity or event because a voluntary contribution has not been made.

Calculating Charges

When charges are made for an activity, whether during or outside of the school day, they will be based on the actual cost incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for hardship will come through fundraising.
The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Monitoring

Administration staff maintain a file for each activity for which charges are made. An overview of income and expenditure is produced, checked and signed by the Senior Administrator.
Records are available for the Finance Committee of the governing body to monitor.