



**Llantilio Pertholey**  
**Church in Wales Primary School**

**Charging and Remissions Policy**

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## Introduction

The Governing Body supports the schools policy on providing an enriched curriculum to enhance and support the learning of all our pupils, adding to their enjoyment and understanding of topics and learning experiences.

Many of the enhanced activities unfortunately have a cost associated and due to budgetary constraints the school is unable to provide them unless we ask our parents for voluntary contributions. However, we believe that all our pupils should have an equal opportunity to benefit from these enhanced learning experiences independent of their parents' financial means.

The purpose of this policy is to ensure clarity over:

1. Which items can be provided free
2. Which items will be funded by a voluntary contribution (an optional payment required from parents)
3. Where there may be a charge (a payment required from parents)
4. How we try and make it manageable for you as parents
5. How we will assist those with a limited income

## Voluntary Contribution and Charging Principles

### Additional Activities

All education during the school day<sup>1</sup> is free. We do not charge for any activity undertaken as part of the National Curriculum. The following is a list of examples of additional activities which require voluntary contributions from parents (it is neither inclusive nor exclusive):

- Visits to educational establishments (for example: museums, exhibitions and workshop experiences)
- Cluster collaboration events (for example: transition projects, cluster working and pupil voice events)
- Sporting activities which require transport
- Outdoor adventure sessions
- Visits to cultural establishments (for example: theatres and cinema)
- Musical events

Activities (such as trips and visits) which enrich the curriculum and educational experience of the children, will require the school to invite a voluntary contribution from parents. If the school does not receive sufficient voluntary contributions, the activity may need to be cancelled. If the activity does go ahead, it may include children whose parents have not paid any contribution as the school does not treat these children any differently.

### Residential Trips

If the school organises a residential visit (where the pupil will be spending one or more nights away from their home) the school will charge to cover the costs associated with each pupil, such as board, lodging,

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<sup>1</sup> The school day is defined as 8:50am to 3:20pm and the midday break does not form part of the school day.

non-education activities and transport. In the case of residential trips, a non-refundable<sup>2</sup> deposit will be required to secure bookings.

Parents whose children receive Free School Meals may be entitled to pay a reduced amount and should request to speak to the Head Teacher. It is possible for the cost of the pupil to be subsidised by the schools PDG Grant.

### **Swimming**

The school organises swimming lessons for pupils in KS2. These take place in school time and are part of the school's statutory requirement for delivering PE. We make no charge for this activity though we request a voluntary contribution to cover the cost of transport.

### **Loss and Damage of School Property**

Parents of a pupil who loses or wilfully damages any item of school property or equipment are liable for the costs of repair or replacement.

Any matter involving damage or loss of school property will be investigated and discussed with parents. A valuation for the cost of replacement or repair will be given and agreement sought about the timescale for the repair / replacement.

### **Music Tuition**

Individual and small group instrumental and vocal tuition is available in school through Gwent Music and other independent organisations. Tuition in these circumstances should be organised with, and paid directly to, the provider.

Any music activity organised by the school to enhance the curriculum will be funded through voluntary contributions.

### **Other Charges**

The school can request payment for any materials, books, instruments or equipment where a parent wishes their child to own them, for example a clay model, or cooked food.

Should a reading scheme book be lost or damaged, the school will charge for it to be replaced.

## **Calculating Charges**

When charges are made for any activity they will be based on the actual costs incurred, divided by the total number of pupils participating. The principles of best value will be applied when planning activities that incur costs to the school and/or parents. Charges will not exceed the actual cost (per pupil). There will be no levy on those who can pay to support those who can't or won't pay.

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<sup>2</sup> Non-refundable unless the school or relevant outside agency decide to cancel the event

## **ParentPay Transaction Charges**

The school reserves the right to pass on the transaction charges for the use of Parent Pay to parents as part of voluntary contributions and charging. These costs are 1.275% of the payment amount. The Governing Body has agreed not to pass on transaction costs from ParentPay to parents for the costs of booking school meals and breakfast club.

## **Refunds**

In the event an activity makes an unexpected surplus, the school will consider making a refund if the surplus is either (a) 5% or more of the total cost per person (b) £5 or more per person. Parents will be offered the refund and must contact the school office to claim the refund which shall be made through ParentPay. Any refunds not claimed will be put towards the schools fund.

If a parent requests a refund for a contribution they have already made, it may be done so in full or in part, at the discretion of the Head Teacher, dependent upon the circumstances.

## **Remissions**

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from activities. In certain circumstances part or whole of the charges for activities may be waived if particular hardship is being experienced by the family that do not qualify for Free School Meals. Parents should discuss the matter with the Headteacher in the first instance.

In some cases the school may apply to other bodies and agencies to subsidise or remit the charges for enrichment activities.

## **Fund Raising**

The school is proud to have an active PTFA who work hard to raise funds. On occasion we ask the PTFA to subsidise activities to reduce the cost to parents.

The school also raises money through events and this helps to subsidise activities. We report annually through the Chair of Governor's report as to how the schools budget is spent.

## **Additional Considerations**

### **Right to Information**

All activities, whether they are subject to charges or voluntary contributions, can be funded in different ways, including (although not exclusively) through contributions from school, fund raising or from grants from external agencies. Parents have the right to know how each trip is funded. The school can provide this information on request.

## How to Pay

The school uses ParentPay as the cashless system. All payments should be made using ParentPay. Any parents who not wishing to pay online can request a payment card and make payments using their local PayPoint (at shops and Post Offices).

The school recognises it's responsibility to ensure that the offer of activities does not place an unnecessary burden on family finances. To this end we try to adhere to the following:

- Where possible we shall publish a list of activities (and their approximate costs) at the beginning of each term and residential trips at the beginning of the academic year.
- We will allow parents to pay in instalments.
- When the opportunity for a trip arises at short notice, it will be possible to pay by instalments beyond the date of the trip.
- We will not offer "first pay, first served" opportunities as this discriminates against pupils from families on lower incomes.