Together we care, Together we learn, Together we achieve.
Gyda'n gilydd rydym yn gofalu, dysgu a chyflawni.



Ysgol Gynradd
COEDPENMAEN
Primary School

Charges and Remissions Policy

Policy written:	**Summer 2026**
Headteacher signature:	
Chair of Governor's signature:	
Policy review date:	**Summer 2028**

Objectives of this policy

The Governing Body of Coedpenmaen Primary School recognises the valuable contribution that a wide range of additional activities and experiences can make towards pupils' personal and social education. The Governors aim to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils in the schools, and as additional optional activities.

Circumstances where no charge is made

Education in School

Education provided wholly or mainly during school hours.
Admission to school for children of compulsory school age.
Activities which are part of the National Curriculum, or are part of a prescribed examination syllabus, or part of Religious Education.
The supply of any materials, books and instruments or other equipment.
All the education we provide during normal school hours is at no charge to pupils.

Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.

Transport provided in connection with an educational visit which is part of the National Curriculum.

Swimming

The local authority organises swimming lessons for children in Year 3–6. These take place in school time and are part of the National Curriculum.
No charge is made for this activity. We inform parents and carers when these lessons are to take place.

Residential visits

Education provided on any visit that takes place during school hours.
Education provided on any visit that takes place 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 religious education.
Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Examination fees

Entry for a prescribed public examination if the pupil has been prepared for it at the school or for examination re-sit if the pupil is being prepared for the re-sits at the school.

Circumstances where the School may Charge Parents

Optional Extras

Charges may be made for other activities known as ‘optional extras’. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

Education

Activities which take place mainly or wholly out of school time if they are not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupils are being prepared for at the school and not part of religious education.
Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.

Music tuition

Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the National Curriculum or a public examination syllabus being followed by the pupil.

Transport

Transport that is not required to take the pupil to school or to other premises where the governing body has arranged for the pupil to be provided with education.

Examination Fees

The examination is on the set list, but the pupil was not prepared for it at the school.
The examination is not on the set list, but the school arranges for the pupil to take it.
A pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Photographs

Parents have the option to purchase school photographs. Payment is collected by the school and all banking and administration is undertaken by the company taking the photographs. The school receives a commission which is put into the school budget and used to purchase additional resources for the school.

After school clubs

The school offers additional activities after school. These activities are run on a voluntary basis and are usually provided without charge. There may be occasions where a voluntary contribution is needed to cover additional activities.
After School Clubs offered by local companies will levy their own charges paid directly to them.

Board and Lodgings

The cost of board and lodging for residential trips, even when taking place largely during school time. Pupils whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging.

Breakages and Damage

Where a pupil's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the school's discretion.

Voluntary Contributions

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. Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.

Requests to parents for voluntary contributions state that:

- there is no legal obligation to make a voluntary contribution;
- pupils will not be excluded through parents' inability or unwillingness to pay;
- pupils of parents who cannot contribute will not be treated any differently; and
- where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

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 Parent Fundraising Committee sometimes part-funds visits when it has the funds to do so.

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;
  sporting activities which require transport expenses;
  outdoor adventure activities;
  visits to or by a theatre company;

school trips;
musical events.

Any parent/carer who is not able, or willing, to make the voluntary contribution are asked to discuss this with the headteacher in order for any support to be provided.

Additional equality commitment:
The school ensures that all communication regarding financial contributions is handled sensitively, respectfully and, where appropriate, confidentially. Processes are designed to maintain dignity and minimise any potential stigma for pupils or families, ensuring equitable access to all activities.

Remissions

Parents who can prove they are in receipt of their child being eligible for free school meals will be exempt from paying the cost of board and lodging of a residential trip.

The governing body may wish to remit in full or in part, the cost of other activities for parents in certain circumstances.

Additional equality commitment:
In exercising this discretion, the governing body will consider a range of factors including financial hardship and individual family circumstances to ensure equitable access to educational opportunities.

Equal Opportunities

We do not discriminate (either directly or indirectly) against anyone on the grounds of their gender, race, ethnic origin, religion, ability, disability, sexuality or any aspect of their social/cultural background.

Furthermore, the school community is committed to countering all forms of racial prejudice and discrimination. All procedures are designed to promote equality and diversity.

Additional equality and anti-racist commitment:
The school recognises that some groups may face additional barriers to participation due to socio-economic circumstances or systemic inequities. The school will take reasonable steps to identify and remove such barriers and ensure fair access to all activities and opportunities.

Monitoring and Review

This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

Additional monitoring commitment:

The governing body will consider, where appropriate, patterns of participation in activities to ensure that no groups of pupils are disproportionately disadvantaged and that equality of access is maintained.

Equality Impact Statement and Anti-Racist Review

This policy has been reviewed through an Equality Impact Assessment and an anti-racist lens using the DARPL Policy Checker. The review considered the potential impact of charging and remissions on different groups of pupils and families, including those with protected characteristics and those experiencing socio-economic disadvantage. As a result, additional emphasis has been placed on ensuring that financial contributions do not create barriers to participation, that processes are applied with dignity, and that discretionary remissions take account of wider individual circumstances. The policy has also been strengthened by recognising the need to actively identify and address any disparities in access to activities, including those that may affect racially minoritised pupils and families. Monitoring arrangements will consider participation and access across different groups to ensure equity in practice. This review supports the school's commitment to promoting fairness, inclusion and an actively anti-racist approach in line with national expectations in Wales.

Rights Respecting Statement

This policy supports the principles of a Rights Respecting School and is underpinned by the United Nations Convention on the Rights of the Child (UNCRC). By promoting fair, equitable and inclusive practices, the school ensures that all pupils can benefit from a safe, healthy and high-quality learning environment where their rights are respected, protected and fulfilled.

- **Article 2 – Non-discrimination**
  All children have the right to be treated fairly and without discrimination. This policy ensures that no pupil is disadvantaged or excluded from educational opportunities or activities due to financial circumstances or personal characteristics, supporting equality of access for all.

- **Article 3 – Best interests of the child**
  The best interests of the child must be a primary consideration in all decisions affecting them. This policy ensures that decisions about charging, remissions, and access to activities prioritise pupils' participation, wellbeing, and educational experience.

- **Article 28 – Right to education**
  Every child has the right to education. This policy supports that right by making sure that access to the curriculum and school experiences is not restricted by the ability to pay.

- **Article 29 – Goals of education**
  Education should develop each child's personality, talents and abilities to their fullest. By supporting access to trips, enrichment activities and wider opportunities, this policy promotes inclusive and holistic development for all pupils.

- **Article 31 – Leisure, play and cultural activities**
  Children have the right to relax, play and take part in a range of cultural and educational activities. This policy ensures that financial barriers do not prevent pupils from participating in visits, clubs and enrichment experiences.