

Inspiring Ambition



Ysgol Gynradd Gymuned

PENYRENGLYN

Community Primary School

Policy: Charging & Remissions

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Date Ratified by Policy Committee: 3rd February 2026

Date Ratified by GB: 24th February 2026

Date Implemented: February 2026

Review Date: When required

Signed	Date

Headteacher Michelle Hutchings		
Chair of Governors Tammy Llewellyn		

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities in Penyreglyn Community Primary School. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

Circumstances where no charge is made

Education in School

All the education we provide during normal school hours is at no charge to pupils.

Swimming Lessons

The school organises swimming lessons for Year 3 – Year 6 pupils. These take place in school time and are part of the Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

Circumstances where the school may charge parents

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made through a voluntary contribution.

Voluntary contributions

When organising school trips or visits **to enrich the curriculum and the educational experience of the children**, the school invites parents 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 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 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. These activities are known as 'optional extras'. This list is not exhaustive:

- class/year group/progression step trips in relation to their learning that term
- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

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 New Curriculum for Wales**, we do not make any charge for the education. However, we do suggest a charge to cover the costs of board and lodging, although parents 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.

The school's annual Year 5 residential to Llangrannog and Year 6 residential to Manor Adventure **are experiences we offer pupils rather than providing education directly linked to the New Curriculum for Wales.**

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Extra-Curricular Activities

At selected times throughout the year, various companies take after school clubs. As this is not part of the New Curriculum for Wales, we may ask parents to pay for their child to participate in the activity. Extra-curricular activities organised by the staff of the school are provided free of charge to the pupils but we may ask for a contribution towards the cost of the activity if needed.

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 in to the schools' private fund and used to purchase additional resources for the school.

Remissions

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging of a residential trip, **which is to provide education directly related to the New Curriculum for Wales:**

- a. Income Support.
- b. Income Based Jobseeker's Allowance.
- c. In receipt of any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently the following are prescribed:
 - support under Part 6 of the Immigration and Asylum Act 1999;
 - Child Tax Credit, providing Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (i.e. children who are eligible to receive free school meals;
 - Income Related Employment and Support Allowance.
- d. Guarantee element of the State Pension Credit.
- e. Receipt of Universal Credit.

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

Supplementary Information

Uniform and P.E. Kit

Parents can be invited to equip their child with personal equipment (clothing) intended to be used solely by their child.

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.