

Birchgrove Primary School



Where every child is a star!

Charging and Remissions Policy

**Chair of Governors Mrs Christine Salter
Headteacher Mr Simon Johns**

Policy renewed and agreed by governors 24/11/2025

BIRCHGROVE PRIMARY SCHOOL

Charging and Remissions Policy

1.0 Introduction

1.1 This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.

1.2 The aim of the policy is to set out what charge will be levied for activities and the letting of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. 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.

1.3 The Governing Body of the school is responsible for determining the content of the policy, and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

1.4 The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet that cost.

1.5 This policy will be reviewed annually.

2.0 Charges to Pupils

2.1 Prohibition of Charges

2.1.1 The Governing Body of the School recognises that legislation prohibits charges for the following:

- education provided wholly or mainly during school hours (including the supply of any materials, books, instruments or other equipment);
- admission to school for children of compulsory school age;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of religious education;
- 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 religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;

- transporting pupils to other premises where the Governing Body or LA has arranged for pupils to be educated;
- transport provided in connection with an educational visit which is part of the National Curriculum.

2.2 Charges

(a) Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons), a charge will be made at cost price. Parents will be informed of this charge in advance.

(c) Music Tuition

Parents of pupils wishing to take the opportunity to be involved in music tuition, whether in or out of school hours, will be informed of the cost and will be billed termly. No charge will be levied if the tuition is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum.

(d) Board and Lodging on residential trips

The board and lodging element of approved residential activities, even when taking place largely in school hours. The cost will not exceed the actual cost of the provision, and prior written confirmation from the parent is required that he/she is willing to pay the charge.

(e) Breakages

The school will charge for breakages and replacements as a result of loss or damages caused wilfully or negligently by pupils to assist in the replacement of damaged items.

(e) Extra-curricular activities and school clubs.

The school subsidises the materials used by the Extra-Curricular Clubs. Pupils may be asked to make a nominal contribution for more expensive resources e.g. cookery club.

2.3 Remissions

The Governing Body will not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:

- Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes;
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.

Parents who can prove that they are in receipt of the following support payments will, in addition to having free meals entitlement, be exempt from paying the cost of board and lodging of a residential trip:

- Income Support
- Income-based Job Seeker's Allowance
- 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.
- Income related employment and support allowance; and ○ Guarantee element of the State Pension Credit ○ Receipt of Universal Credit.

When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher, in consultation with the Chairperson of the Governing Body will make authorisation for such remission.

2.4 Voluntary Contributions

At Birchgrove Primary we feel that taking the pupils on a relevant visit to make the subject "come alive" can enhance classroom studies. Recent educational visits have been made to, National Waterfront Museum, The Royal Mint, the Sherman Theatre, Role Play Lane, the Senedd and The Meadows Wildlife Farm. Such visits are non-compulsory and, therefore, parents are asked to make a voluntary contribution to assist in funding the school visit (other than from those eligible for remission of charges as set out in para 2.3 above), but if sufficient funds cannot be generated by voluntary contributions from parents, it may be necessary to cancel a visit. (This has not occurred up to present.)

The school has been fortunate that parents have responded positively to the requests for voluntary contributions in respect of educational visits. It is also school policy to include pupils whose parents have not contributed to the cost of the trip. The additional expense is borne by the school fund.

Educational Visits – Residential

All our Year 6 children have the opportunity to spend a week at Morfa Bay activity centre in West Wales. There are enormous benefits for the pupils in terms of personal and social development in this type of visit.

The residential visits are conducted mainly "outside" normal school hours. As a consequence the school is entitled to charge parents the actual cost of the visits.

There are occasions when some parents of our pupils are not in the position to afford the cost of the residential trip. The school feels that these visits are an important aspect of its PSE Policy and therefore a contribution from school fund may be awarded at the discretion of the Headteacher with agreement from the Chair of the Governors' Finance Committee

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- the contribution is genuinely voluntary and a parent is under no legal obligation to pay;
- pupils of parents who cannot contribute will not be treated any differently;
- the continuance of an activity may depend upon voluntary contributions;
- registered pupils at the school will not be excluded or treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. Requests made for voluntary contributions do not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

3.0 Charging for the use of School Premises

3.1 The school budget cannot be used to subsidise non-school activities, and community use of the school must at least cover the cost of letting the school to community groups. The charges set by the school cover the cost of opening the school, including the cost of caretaker time and utilities.

3.2 The charges to be levied from the hire of school premises are:

Room Hire	£35.00 per hour
Regular Hire	£30 for first hour £20 for each hour or part thereafter.
Full day Hire	£150 per day
Community use up to 6pm (term time)	£0
Superstars	£150 per week

Policy renewed and agreed by governors 24/11/2025