

# **Waun Wen Primary School**

## **Ysgol Gynradd Waun Wen**



# **Charging and Remissions Policy 2025 – 2026**

Date of Review: January 2026

In accordance with statutory requirements, the LA must have a remissions policy to assist eligible pupils in their attendance on school visits/activities which are curriculum related.

### **Residential School Trips**

A charge will be made for accommodation and food costs for any residential school trip involving an overnight stay which is arranged for registered pupils at any maintained school, by or on behalf of, the governing body or the LA.

The charge will be the actual cost of provision for the pupil concerned or any lesser charge as may from time to time be determined by the LA.

Schools are legally required to have in place a policy for the complete remission of any charges that would otherwise be payable in respect of accommodation and food provided for certain pupils on residential trips.

### **Eligibility for remission**

Parents in receipt of Universal Credit and Free School Meals may be entitled to remission of charges for any agreed residential school course or camp. The residential course must be a necessary part of the Curriculum for Wales or agreed syllabus for RE or form part of the syllabus for a prescribed examination for which the school is preparing the pupil. The school receives funding for certain Refugee pupils and the costs of all visits are met for them.

### **Optional Out of School Activities**

A charge may be made for optional activities arranged by the school/LA which take place outside school hours, where the activities are not a necessary part of the Curriculum for Wales or agreed syllabus for RE and do not form part of the syllabus for a prescribed examination for which the school is preparing the pupil. The charge made will be the actual cost of the activity, including any necessary costs of supervision, divided by the number of participating pupils, or a smaller amount as may be determined.

### **Voluntary Contributions.**

Head Teachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

Voluntary contributions in cash or in kind may be made by parents, on the clear understanding that willingness to contribute by an individual parent shall not be taken into consideration when giving pupils access to school visits/activities. The contribution must be genuinely voluntary and the pupils and parents who are unable or unwilling to contribute must not be discriminated against. It can be made clear to parents that the activity may need to be cancelled if there are not enough voluntary contributions and there is no way to make up the short fall.

## **Incidental Transport**

Where a pupil travels from home to a sanctioned activity, not provided by the LA or school (e.g. for work experience), the parent will be required to pay the costs of transport in full where the activity is less than 3 miles from home. The LA will cover the cost of school transport where the activity is in excess of three miles from the pupil's home.

For further information on school transport please see the LA's Home to School Transport policy.

## **Public Examinations**

The cost of entering a pupil for public examinations will be charged to the parent only if

- the exam is not one prescribed
- where the school has not prepared the candidate for that entry.
- a pupil misses a public examination for which he/she has been entered without a valid medical reason.

## **Music Tuition**

The cost of tuition in playing a musical instrument for an individual or group of four pupils or less, will be charged to the parent if the tuition does not form part of the syllabus for a prescribed public examination or is required by the Curriculum for Wales.

## **Ingredients/materials**

A charge may be made for ingredients/materials for practical subjects where parents indicate that they or the child wish to own the finished product.

## **Supplementary Information**

### **Uniform, P.E. Kit, Calculators, Pens etc. Aprons**

Parents can be invited to equip their child with items of personal equipment intended to be used solely by their child. Whilst children are encouraged to wear school uniform it is not compulsory for them to do so.

## **Damage to equipment**

Parents may be asked to contribute towards damage to or loss of equipment caused by pupil's behaviour.

# **Appendix 1**

## **Guidance for Governing Bodies on Charging for School Activities**

### **Audience**

Governing bodies and head teachers of maintained schools in Wales; local authorities; teaching and other unions, diocesan authorities, Citizens Advice Cymru, equality and disability organisations, and other national and local bodies concerned with education in Wales.

### **Overview**

This document provides non-statutory guidance for governing bodies and head teachers about policies on charging and remission for school activities and school visits.

### **Action required**

Governing bodies and head teachers to have regard to this non-statutory guidance on issues relating to charging and remission for school activities and school visits.