



# Charging & Remissions Policy

Reviewed & update 2019

## Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition provided by Gwent Music Service and delivered by a peripatetic teacher.

## Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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. Costs may include entrance fees, tickets, transport and ParentPay transactions. This list is by no means exhaustive.

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. The school provides this information on request with all charges included for specific trips or visits including ParentPay costs if they have been included.

The following is a list of examples of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to educational establishments (museums, exhibitions, workshop experiences etc.);
- cluster collaboration events – transition projects, cluster working, Pupil voice events
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events

## Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging, as well as transport costs and ParentPay costs. Parents who receive Free School Meals may be exempt from payment and should contact the school to discuss.

## Swimming

The school organises swimming lessons for all children from Year 2-6. These take place in school time and are part of the school's statutory requirement for delivering Physical Education. We make

no charge for this activity though we request a voluntary donation to cover the cost of transporting the children to lessons each week and the transaction action charges made by ParentPay. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **Library / Reading Scheme Books**

As previously stated, it is the policy of the Governing Body to make no charge for any education provided during school hours, including the provision of books or apparatus, with the following exception - a charge may be made for lost / misplaced or damaged reading scheme or library books if this occurs on more than one occasion.

### **ParentPay Transaction Charges**

The school reserves the right to pass on transaction charges for the use of ParentPay to parents for trips and visits deemed to be 'optional extras' as part of the running costs and for transport costs. 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.