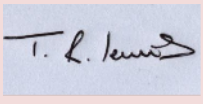
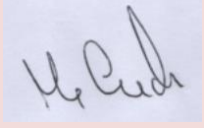
Charging and Remissions Policy

Penpych Community Primary School
Ysgol Gynradd Gymunedol Penpych

Policy Leader	**: Mr T Lewis**
Head teacher	**: Mr T Lewis**
Chair of Governors	**: Mr M Cude**

Policy applies to Academic Year 2026 -27

Signed HT:  **Date: September 2026**

Signed CoG:  **Date: September 2026**

This policy is a:	**School Plan using LA & WG guidelines**
This policy is a:	**Statutory Policy**
Policy / Document Leader:	**Mr T Lewis**
Link Governor:	**Mr M Cude**
Key Personnel in Policy:	**Headteacher, school admin staff**
Published / located:	**Website/ School Administration Office**
Aims of Policy: • **To outline the policy and provision for charging and remission by the school.**	
Review date	**September 2026**
Next review date	**September 2028**
Reviewed by	**Policy committee**

The Governing Body 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.

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.

VOLUNTARY CONTRIBUTIONS

When organising school trips, events 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. Parents are able to pay for trips and visits in instalments. 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. 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.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits
- Outdoor adventure activities
- Some clubs, such as Cookery
- Musical events

*excluding residential

NURSERY

In our Nursery Class, parents pay £1 each week towards the cost of fruit and vegetable snacks for the children. The children help prepare their snacks and enjoy eating them together.

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 request a voluntary contribution for the education board and lodging and travel expenses. Children in receipt of free meals will be * exempt from residential costs and transport costs for residential visits are paid for by the school.

MUSIC TUITION

All children study music as part of the normal school curriculum. There is no charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition at the end of each academic year in readiness for the forthcoming academic year. Lessons are provided for Year 2 to Year 6.

SWIMMING

The school organises swimming lessons for all children in Year 3 to Year 6. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for written permission for their child to take part in swimming lessons.

PHOTGRAPHS

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 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.

LOST OR DAMAGED PROPERTY

Parents may be asked to pay the replacement costs of any school property or equipment which is lost or damaged by a pupil.

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.

Monitoring and review

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