

Charging and Remissions Policy

Review: July 2025



Definitions

Charge, Charges	a fee payable for specifically defined activities
County	Flintshire County Council, or its committees or officers according to the reasonable context of the text
Curriculum	the Curriculum for Wales, see Curriculum for Wales - Hwb (gov.wales)
Family, Families	adults with parental responsibility for pupils at Ysgol Pen Coch
Governor, Governors	a member or members of the governing body of Ysgol Pen Coch, or the governing body corporately where in context that is the natural meaning to be inferred
Head	the head teacher of Ysgol Pen Coch
Policy	the Charging and Remissions Policy of Ysgol Pen Coch
Pupil, Pupils	a pupil or pupils at Ysgol Pen Coch
Remission	the cancellation of a charge which would normally be payable
School	Ysgol Pen Coch
Staff	a person or people employed to work at Ysgol Pen Coch, full time or part time, temporary or permanent, agency or contract

1. Aims

The School aims to:

- have robust, clear processes in place for Charging and Remissions,
- clearly set out the types of activity that can be charged for and when charges will and will not be made, and
- offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2. Roles and responsibilities

2.1 Governors

The Governors have overall responsibility for

- approving the Policy, but can delegate this to an individual Governor, a committee chosen from amongst the Governors or the Head, and
- monitoring the implementation of this policy.

2.2 Headteacher

The Head is responsible for:

- ensuring Staff are familiar with the Policy,
- ensuring the Policy is being applied consistently,

- arranging appropriate training for Staff in relation to the Policy and its implementation, and
- where delegated by the Governors to arrange for the Policy to be updated.

2.3 Staff

Staff are responsible for:

- implementing the Policy consistently,
- managing activities such that costs are kept to a minimum for both the School and Families including seeking external funding where appropriate, and
- seeking and following advice from the Head in any circumstances which they are unsure about or where they are not certain if the Policy applies.

The School will provide staff with appropriate training in relation to the Policy and its implementation.

2.4 Families

Families are encouraged to notify the Head or Staff of any concerns or queries they may have regarding the Policy.

3. Where charges cannot be made

The following subsections outline materials, services and activities that the School will not charge for:

3.1 Education

- any element of the admission process, which in any case is managed by County,
- education provided during school hours deemed a normal part of the Curriculum, including the supply of any materials, books, instruments or other equipment necessary to do so,
- education provided outside school hours if it is part of the Curriculum, or
- music lessons, including instrumental or vocal tuition, deemed to be a regular part of delivery of the Curriculum, unless the tuition is provided at the request of a Pupil's Family.

3.2 Transport

- transporting Pupils to or from School, where County has a statutory obligation to provide such transport, or
- transporting Pupils to other premises where Staff, with the approval of the Head, or County have arranged for Pupils to be educated.

3.3 Staff

- the provision of Staff for any aspect of the Pupils' educational provision and the activities necessarily entailed to do so.

3.4 Other items

- breakfast club that is run from the School premises but otherwise funded by County.

4. Where charges can be made

The following subsections outline materials, services and activities that the School may Charge for, in whole or in part:

4.1 Education

- materials, books, instruments or equipment where the Pupil's Family wishes him or her to own them,
- optional extras (see section 4.2),
- music and vocal tuition, in limited circumstances (see section 4.3),
- Pupils using community facilities where a fee is payable for such use,
- educational visits that attract a cost to the School and
- transport provided in connection with an educational visit outside of the usual provision of the Curriculum.

4.2 Optional extras

The following is an illustrative list of optional extras, though other materials, services or activities of a similar nature may also be deemed to be optional extras:

- education provided outside of school time that is not part of the Curriculum,
- residential visits including the cost of board and lodging, activities, additional necessary insurance not catered for by the School's usual policies, and transport,
- school fetes and other fundraising activities, and
- extended day services offered to pupils such as breakfast clubs that fall without the scheme operated by County, after-school clubs, tea and supervised homework sessions.

Family consent is necessary for the provision of an optional extra which is to be Charged for.

When calculating the cost of optional extras, an amount or proportion thereof may be included in relation to:

- any materials, services or activities provided to Pupils in connection with the optional extra
- the cost of buildings and accommodation, and
- Staff engaged under contracts for services purely to provide an optional extra, including tuition in playing a musical instrument, or vocal tuition, where such tuition is an optional extra.

A Charge made in respect of individual Pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of Pupils participating.

A Charge will not include an element of subsidy for other Pupils who wish to take part in the activity but whose Families are unable or unwilling to pay the Charge in part or in full.

In cases where a proportion of the activity takes place during school hours, the Charge cannot include the cost of alternative provision for those Pupils who do not wish to participate.

In the case of residential visits a Pupil whose Family does not pay the cost of the visit may be unable to participate. The School should make reasonable efforts to secure funding for the visit that reduces the cost for all Pupils, such that as many Families as possible are able to pay. The School may seek to provide discretionary fund to subsidise or pay in entirety for Pupils whose Families struggle to pay for such visit. If a Pupil is unable to participate in a residential visit the School must make appropriate provision for their education for the duration of the visit.

4.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of Pupils, provided that such tuition is provided at the request of the Pupil's Family.

Charges may not exceed the cost of the provision, including the cost of the any person, Staff or otherwise, giving the tuition.

The School will endeavour to provide music lessons as part of the Curriculum and will in the first instance endeavour to pay for such provision from within its own budget or fundraising.

5. Voluntary contributions

The School will ask for a weekly voluntary contribution from Families of £2.00 per Pupil to help cover the cost of snacks, drinks and cooking ingredients. Families may wish to contribute in part or full and pay in lump sums as they find convenient.

As an exception to the requirements set out in section 3 of the Policy, the School may ask for voluntary contributions from Families to fund or part fund activities which would not otherwise be possible, eg: bowling, cinema.

There is no obligation for Families to make any contribution.

No Pupil will be excluded from an activity if their Family does not contribute.

Classes which do not have enough money to cover activities for which a Family contribution has been sought must arrange with the Head to cover any shortfalls from the School budget.

If the School is unable to raise enough funds for an activity then it may be cancelled, taking into account any penalty charges this may incur from external organisations.

6. Remissions

In some circumstances, the School may not charge for items or activities set out in section 6 of the Policy. This will be at the discretion of the Head and will depend on the activity in question. Staff organising events must

Families who are willing to pay in part or in full for activities which attract a Charge but struggle to do so should speak to their child's teacher or the Head regarding Remission. The Head should make reasonable efforts to arrange a Remission of part or all of the Charge for that event such that the Pupil is able to participate. If a Pupil is unable to participate in the activity the School must make appropriate provision for their education for the duration of the activity.

Families which are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support,
- Income-based Jobseeker's Allowance,
- Income-related Employment and Support Allowance,
- support under part VI of the Immigration and Asylum Act 1999,
- the guaranteed element of Pension Credit,
- Child Tax Credit provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190,
- Working Tax Credit run-on, paid for 4 weeks after they have stopped qualifying for Working Tax Credit, or
- Universal Credit if they have applied on or after 1 April 2018 and their household income is less than £7,400 a year (after tax and not including any benefit they get).

7. Review

7.1 This Policy has been approved by the Governors and is available for use to all Staff.

7.2 The Policy will be reviewed by the Head every two years following the date set out in the Policy, or at such other times that the Governors or Head deem necessary.

7.3 The Policy will be reviewed in light of any statutory frameworks or guidance in place that pertain to schools in Wales and sector best practice current at the time.

7.4 Following any review and irrespective of whether any changes are made, the Policy must be ratified by the Governors.

7.5 Historic versions of the Policy should be archived but remain readily available for reference as required.

Signed: (Head Teacher)

Date:

Signed: (Chair of Governors)

Date:

Date of next review: July 2025