Charging and Remissions Policy



Bryn Deri Primary School

2025-2026

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.

1.3 The Governing Body is responsible for determining the content of this policy, and the Headteacher for its 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 at the first meeting of the academic year by the Governors Finance Committee. An abbreviated version of this policy will be included in the school's information booklet, and on the school web site.

2.0 Charges to Pupils

2.1 Prohibition of Charges

2.1.1. As governors we recognise that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 pupil is being prepared for at school;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum.
- Transport provided in connection with an educational visit.

2.2 CHARGES

(a) Music Tuition.

Parents of pupils who have music tuition whether in or out of school hours will register with Vale of Glamorgan Music Academy or Cardiff and the Vale Music Education who will inform them of the cost and bill them accordingly. No charge will be levied if the tuition is provided as part of the Curriculum for Wales.

(b) Board and Lodging on Residential Visits.

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. At Bryn Deri we do not wish any pupil to be disadvantaged by not being able to pay. The school will endeavour to subsidise costs should this be necessary. Parents are advised of residential visits well in advance and are given the opportunity to pay in installments if they so wish.

(c) Cost of Activities

Bryn Deri Primary School will charge the proportionate costs for an individual child for activities wholly or mainly outside school hours ("optional extras") to meet the costs of:

- Travel and/or associated transport costs such as fuel
- Materials and Equipment
- Non-Teaching Staff Costs
- Entrance Fees
- Meals if required
- Insurance Costs

Charges will not exceed the cost of the provision and parents must agree to their child receiving any "optional extras".

(d) Damage and Breakages.

The school will charge for breakages and replacements as a result of loss or damages caused willfully or negligently by pupils.

(e) Extra-Curricular Activities and School Clubs.

The school will endeavour to support as many extra-curricular activities as possible however, there will be occasions when charges might be made for example, for external providers, resources, particular equipment etc.

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 visit if the parents meet the criteria for the "benefits" that qualify them for free school lunch eligibility.
- Give consideration to discreetly assist a pupil to take part in school activities where there is known hardship.
- 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 of pupils who are in receipt of the following support payments will, in addition to having free meals entitlement, be entitled to the remission of charges:

    - Income Support
    - Job Seekers Allowance
    - Support under Part VI of the Immigration and Asylum Act 1999
    - Child Tax Credit

When arranging a chargeable activity, 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

Parents will be invited to make a voluntary contribution for the following:

- School Visits
- School Fund – in the nursery
- Sporting activities requiring transport
- Visits to school by e.g. musicians, theatre groups
- Breakages

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 obligations to pay.

- The continuance of an activity will depend upon voluntary contributions covering the total cost of the activity.
- Pupils at the school will not be 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 / secretary.
- Where a request for voluntary contributions is included in the policy, the Governing Body should set out the purposes to which the contributions will be used.

Voluntary contributions will be used to:

- Visits to e.g. museums, theatres etc
- Provision for hire of coaches for extra- curricular activities.

A cashless online system will be utilised for all voluntary contributions and payments to the school.

3.0 Charging for 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

- If an activity is proposed that is of direct benefit to pupils and/or staff at the school and there is no charge for the activity then there will also be no charge for the use of hall / classroom / outside area.
- If an individual or organisation wishes to charge for a club activity then a hiring charge will be agreed by the school and the club / activity organiser. This charge will be considered in relation to projected charges for the activity and the number of participants in the activity. The charge is negotiable.
- Individual / organisations should complete the appropriate forms and send to County Hall.
- Charges for the use of rooms by Cardiff Adult Education activities will be at the current recognised rate.

Example Charges to be levied are as follows:

Classroom, hall, outdoor facilities
£27.12 (Weekly Unit Fee) + 1.17 per hour per unit (See below)

Units of hire

Room	Unit
Classroom	1
Specialist Classroom	2
Playground	1
Toilets	1
Hall	5
Gym	5
Dutch Barn	5
Pool	8
Field	1
Astroturf	1
Staffroom	1
Library	1
Kitchen	2
6th Form Common Room	1
Changing Rooms	1
Drama Studio	2
Canteen	2
Adult Education Office	1

4.0 Other Charges for External Hirers

4.1

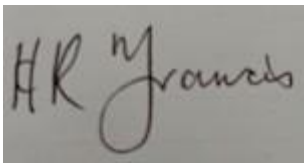
At Bryn Deri we are happy to encourage outside agencies to use the school premises particularly if it is for the benefit of our children directly and encourage health and fitness

In agreement with the school, during some school holidays outside agencies are able to apply to run a holiday club which is of benefit to our children and parents.

Policy Approved by Governors Finance Committee
Date of Policy Approval: November 2012
Date of Policy Review: November 2013
Date of Policy Review: November 2014
Date of Policy Review: September 2015
Date of Policy Review: September 2016
Date of Policy Review: September 2017
Date of Policy Review: September 2018
Date of Policy Review: September 2019
Date of Policy Review: September 2020
Date of Policy Review: September 2021
Date of Policy Review: September 2022
Date of Policy Review: October 2023
Date of Policy Review: October 2024
Date of Policy Review October 2025

Signed by Chair of Governors on behalf of the Governing Body.

Date Approved by FGB	22-10-26

Signed on behalf of FGB	
Name (Chair of Governors)	Mrs Helen Francis
Date	October 2025
Date of next review	October 2027