

Roath Park Primary School Ysgol Gynradd Parc Y Rhath



Charging and Remission Policy 2025-2026

Date Adopted by Governors	Review Date	Team Members Involved
October 2025	October 2026	Lewis Fitzgerald (Headteacher) Dr. Richard Harris (Chair of Governing Body) Dennis de Widt (Chair of Finance Committee) Jane Marker (Deputy Headteacher)

Document Control

Organisation	Roath Park Primary School
Title	Charging and Remissions Policy
Author	
Owner	Headteacher and Governing Body
Protective Marking	NOT PROTECTIVELY MARKED
Review date	Yearly

Revision History

Revision on Date	Revision	Previous Version	Description of Revision
06.03.2024	2023-24 Update	2022-23	Changes to named Governors
25.09.2024	2024-25 Update	2023-24	Updated version
13.03.2025	2025-26 Update	2024-25	Updated version
07.10.2025	2025-26 Update	2025-26	Updated version

Signed by Chair of Governors on behalf of the governing body: *R Harris*

Signed by the Headteacher: *L Fitzgerald*

Date approved: 08.10.2025
Date reviewed: October 2025
Date of next review: October 2026

Charging and Remissions Policy

This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.

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.

The Governing Body of the school are responsible for determining the content of the policy, and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body. 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.

This policy will be reviewed annually.

Charges to Pupils

Prohibition of Charges

The Governing Body of the School 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 pupils is being prepared for at the school.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school; 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip, transporting registered pupils to

or from the school premises, where the LEA has a statutory obligation to provide transport.

- Transporting pupils to other premises where the Governing Body or LEA has arranged for pupils to be educated; transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.
- transport provided in connection with an educational trip.

Charges

Music Tuition

Parents of pupils wishing to take the opportunity to be involved in music tuition whether in or out of school hours will be informed of the cost and will be billed termly. No charge will be levied if the tuition is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum.

Board and Lodging on residential trips

The board and lodging element of approved residential activities deemed to take place in school hours. 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.

Cost of activities

The school will charge the proportionate costs for an individual child of activities wholly or mainly outside school hours to meet the costs for:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

Charges will not exceed the cost of the provision and parents must agree to their child receiving the 'optional extra'.

Breakages

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

Charging for the use of School Premises

The school rents out spaces / rooms to various after school providers. As of April 1st 2025, tenants pay £25 per session for rooms or the hall.

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 consider 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 have free meals entitlement will be entitled to the remission of charges:

When arranging a chargeable activity, such 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.

Voluntary Contributions

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

- Class trips
- Transport to and from sporting venues
- Transport to different educational venues
- Visits from different companies e.g. theatre
- Snack money

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 obligation to pay
- The continuance of an activity may depend upon voluntary contributions
- Registered 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.

Voluntary contributions will be used to:

- Help cover the cost of transport to events that enhance the curriculum
- Help cover the cost of experts / visitors that enhance the curriculum.