



Charges & Remissions Policy

2018

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Residential School Trips

A charge will be made to cover transport, accommodation, activities, food, off site insurance, online payment fees, and staff cover, for any trip involving an overnight stay which is arranged for registered pupils. The charge will be the cost of provision for the pupil concerned or any lesser charge as may from time to time be determined by the school.

Eligibility for Remission

Parents in receipt of Free School Meals are entitled to remission of charges for any agreed residential school course or camp run by the City & County of Swansea. The residential course must be a necessary part of the National Curriculum or agreed syllabus for RE or form part of the syllabus for a prescribed examination for which the school is preparing the pupil. At present courses and camps run outside the county do not offer remissions.

Optional Out of School Activities

A charge may be made for optional activities arranged by the school which take place outside school hours, where the activities are not a necessary part of the National Curriculum or agreed syllabus for RE and do not form part of the syllabus for a prescribed examination for which the school is preparing the pupil. The charge made will be the actual cost of the activity, including any necessary costs of supervision, divided by the number of participating pupils, or a smaller amount as may be determined.

Voluntary Contributions

The Head Teacher or the governing body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours.
- School equipment.
- School funds generally.

Voluntary contributions may be made by parents; on the clear understanding that willingness to contribute by an individual parent shall not be taken into consideration when giving pupils access to school visits/activities.

The contribution must be genuinely voluntary and the pupils and parents who are unable, or unwilling to contribute must not be discriminated against. It can be made clear to parents that the activity may need to be cancelled if there are not enough voluntary contributions and there is no way to make up the short fall.

Refunds of voluntary contributions are available if reasonable notice (more than 10 school days) is given that a child will not be attending an organised educational visit or activity, for which a voluntary contribution has been received.

If a refund(s) makes an educational visit or activity no longer financially viable, then it may be cancelled as per the Charging Policy.

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There may be occasions when school is required to provide payment in advance (e.g. Theatre tickets). Where this is the case parents will be informed beforehand that payment on this occasion is non-refundable.

Incidental Transport

Where a pupil travels from home to a sanctioned activity, not provided by the LEA or school (e.g. for work experience), the parent will be required to pay the costs of transport in full where the activity is less than 3 miles from home. The LEA will cover the cost of school transport where the activity is in excess of three miles from the pupil's home.

For further information on school transport please see the LEA's Home to School Transport policy.

Public Examinations

The cost of entering a pupil for public examinations will be charged to the parent only if

- the exam is not one prescribed
- where the school has not prepared the candidate for that entry.
- a pupil misses a public examination for which he/she has been entered without a valid medical reason.

Administration Fees

There will be a £5 fee per request for:

- copy documents e.g. reports
- Letters confirming attendance at Brynmill Primary School

Please note, should a family request individual letters, the cost will be charged at a per pupil rate.

Music Tuition and Instrument Hire

From September 2014 there will be charge towards the cost of tuition provided by the school (currently £15.00 per term), in playing a musical instrument for an individual or small groups. This is in addition to any charges levied by the County Music Office for instrument hire from the County. From September 2015 there will be a £10.00 per annum charge for the hire of school owned musical instruments. Parents in receipt of Free School Meals are exempt from charges made by the school

Ingredients/materials

A charge may be made for ingredients/materials for practical subjects where parents indicate that they or the child wish to own the finished product.

Loss or damage to equipment or resources

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Parents may be asked to contribute towards damage to or loss of equipment caused by pupil's behaviour. Parents will be asked to replace or contribute to the cost of replacing lost reading books.

Early Bird Club

An Early Bird Club runs from 8.00a.m. to 8.10a.m. on school days, prior to the Free Breakfast Club. Parents are asked to contribute a nominal sum towards the running of the Early Bird Club. The finances of the Early Bird Club will be reviewed regularly by the school, and Parents will be given appropriate notice if the amount is to increase, or if the Early Bird Club is to close. Children entitled to Free School Meals will have to pay if they attend the Early Bird Club.

Fruit Tuckshop

As part of the Healthy Schools Initiative, the school runs a Fruit Tuckshop, so that children can enjoy a piece of fresh fruit every school day. Parents are asked to contribute a nominal amount to cover costs per week if they would like their child to participate. Children entitled to Free School Meals will have to pay if they would like to participate. Any profit made from the Fruit Tuckshop will be used to purchase resources that fit in with the Healthy Schools ethos.

Approved by Resources Committee (date)	
Ratified by Governing Body (date)	
Scheduled for review	
Head teacher	
Chair of Governors/ Committee	