Hywel Dda Primary School
Charging Policy
September 2026-2027



Adoption Date : 16th September 2026

Signature: _____Francesca Williams, Chair of Governors

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. This policy was written with reference to the 'Guidance for Governing Bodies 2012'. The review date for this policy is recorded at the end of the document.

The policy identifies activities for which:

- **charges will not be made;**
- **charges will be made;**
- **charges may be waived.**

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. See Section 6 below for information about voluntary contributions.

The Law says:

• If the activity cannot be funded without voluntary contributions, the parents will be notified of this from the outset.
• No child will be excluded from an activity because parents are unable to pay.
• If insufficient contributions are raised, the trip or activity may have to be cancelled.
• If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

Introduction

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 for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.
If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.
If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

Requests to parents for voluntary contributions will state that:

- there is no legal obligation to make a voluntary contribution;
- pupils will not be excluded through parents' inability or unwillingness to pay;
- pupils of parents who cannot contribute will not be treated any differently; and
- where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.
- Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

School Visits

Schools **may not** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit 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, or part of religious education; or
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **may charge** for the actual cost of board and lodging for residential trips.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as Kinetic are also without charge.
There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the County Music Service which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year.

Optional Extra Activities

Optional Extra Activities are activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.
It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, activities, entrance fees and insurance.

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

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- residential trips;
- school trips abroad;
- musical events

Activities not run by the School or LA

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

Residential Visits

The school organises an annual residential visit for Year 6 children, on a weekend. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.
The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Where available, subsidisation will be provided for children of families in special circumstances to enable them to take part in the option of their choice. Parents will be given the option of a payment plan to spread the costs of the residential visit.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item which is broken, damaged or defaced by their child, such as:

- broken windows or furniture
- defaced, damaged or lost textbooks or reading books
- any item damaged as a result of unsatisfactory pupil behaviour.

Additional Learning Needs

The governing body confirms that no pupil with additional learning needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with additional needs at a substantial disadvantage.

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge, school will make this clear. Criteria for qualification for remission are given below.

Parents who can prove they are in receipt of the following benefits could be exempt from paying the cost of board and lodging of a residential trip if it is in school time:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 i.e. children who are eligible to receive free school meals;
- Income Related Employment and Support Allowance.
- Guarantee element of the State Pension Credit.

Hywel Dda is mindful of the financial circumstances of the families of pupils when planning residential trips. We consider the cost of board and lodging of residential trips and whether they are affordable to ensure that residential trips are not too expensive for the majority of pupils' families. Every effort is made to make these trips as affordable as possible. If trips are too expensive, uptake may be low and there is a risk that the trip would be cancelled.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection. We will always seek to ensure there are enough spaces on any trip for all pupils who wish to take part.

Review

There will be an annual review of this policy by the full governing body.

This policy was reviewed on Weds 16th September 2026 at the full Governing Body meeting.

Chair: Mrs Francesca Williams

Head: Miss Karen Flynn