

# Charging & Remissions Policy



As a Rights Respecting School Pennard Primary School is a safe and happy place where everyone is valued and where differences are celebrated. We not only teach about children's rights but also model rights and respect in all relationships.

## Rationale

The Governing Body recognises the valuable contribution that the wide range of additional activities, including day and residential educational visits; musical and theatrical performances, can make towards the children's personal and social education. These activities provide pupils with experiences beyond the normal scope of the National Curriculum.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## Poverty-Proofing the School Day

At Pennard Primary School, we are committed to ensuring that all pupils can fully participate in school life, regardless of financial circumstances. When planning events, trips, and activities, we carefully consider the cost to families and aim to keep expenses to a minimum. We encourage any parent or carer who may need support with costs to contact the school in confidence. Support options are available, and we are here to help ensure no child misses out due to financial barriers.

## Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:-

- Board and lodging provided for pupils on residential visits;
- Instrumental music tuition, subject to the availability of a teacher, usually in a group of no more than 4.

## Charging Policy for School Trips & Visitors to School

The cost of the proposed visit will be stated and although no charge can be made, for visits organised in school hours, a voluntary contribution will be requested.

No child will be excluded from the visits due to lack of a voluntary contribution. The school will subsidise the cost with a contribution - usually from the school fund.

If insufficient voluntary contributions are received it may be necessary to cancel the visit.

No profit will be made on any educational visit organised during school hours. Costs for visits will be divided equally by the number of children taking part; the figure will be rounded up to the nearest £1.

## Eligibility for Remission

Parents in receipt of the following benefits are entitled to remission of charges for any agreed residential school course or camp. The residential course must be a necessary part of the National Curriculum or agreed syllabus for RE or form part of the service for a prescribed examination for which the school is preparing the pupil.

- Universal Credit
- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- Income related Employment and Support Allowance
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income, assessed by the Inland Revenue, does not exceed the limit set.
- Guaranteed element of State Pension Credit

### **Breakfast Club**

Breakfast club is a Welsh Government initiative and is free to all users for 30 minutes from 8.20. There is a £1.50 charge for the first child and £1 for each sibling thereafter from 7.50 – 8.20 for our Early Bird Club. Pupils in receipt of FSM do not pay. New equipment is provided for from the school fund as needed, e.g. games

### **Charges for Attendance at additional sporting sessions**

The school does ask parents to provide transport; however, unfortunately if this is not possible we may not be able to attend such activities.

### **Charges for Cookery Activities in School Hours**

Cooking sessions are usually funded from the school fund or ingredients are provided by parents.

### **Voluntary Contributions for Early Years**

Financial contributions are welcomed in the Early Years Unit. Any contributions made are kept in the unit and used to pay for healthy snacks for snack time, craft materials and sometimes new toys for the class. All such contributions are voluntary.

### **Charges for Christmas Productions**

Entry for each production will be by ticket only in order to comply with fire regulations on the number of persons who may safely be seated in the hall for any performance.

The proceeds of this event will be banked in the School Fund and used for a variety of purposes to provide a range of experiences, events and supportive measures for individual and collective pupils. It may also be used for occasional treats for children and parents e.g. mince pies at Christmas concerts, seasonal gifts for school care-taking staff and one-off expenses as agreed by the Finance Committee of the Governing Body.

The School does not charge for entry to any other special events, special assemblies, visitors to the school leading special assemblies, etc.

Donations made during a special assembly are donated to a charity selected by the Head Teacher and Pupil Voice groups. Charity donations made during the year for any selected organisation are similarly collected. The proceeds of such events will be paid directly to the charity and receipts kept.

### **Charging for Friends of Pennard Primary Events**

Charges made for entry to, or participation in, events organised by the Friends of Pennard Primary are subject to discussion by the Friends of Pennard Primary committee. Consultation with the Head Teacher, or their representative, is part of this process and agreement is reached in order to enable all parents and pupils to feel able to participate in such events.

### **School Photographs**

The Commission earned on school photograph sales is paid into the School Fund.

### **Charging for Breakages or Damage to School Property.**

Parents may be asked to contribute towards damage to, or loss of, equipment caused by pupils' behaviour.

### **Management of School Fund**

Interest earned on any monies in the School Fund remain within the School Fund.

All purchases of items from School Fund are refunded to the member of staff, or paid to the relevant person, on production of an invoice, receipt or some form of official notification of expenditure.

The School Fund is managed and maintained by the School Admin Officer in liaison with the Head Teacher. There are two signatories for the fund.

The School Fund is audited annually and reported back to the whole Governing Body in the Headteachers Report. The fund is audited externally each year. School Fund audit is also included as part of the LA audit. Findings are fed back to the whole Governing Body via the formal audit report.

All School Fund records are available for scrutiny and are presented to the Governing Body following the audit.

#### **REVIEW**

This policy was updated in September 2025 and will be reviewed biennially or sooner if legislation and Local Authority guidance changes.

**Next Review Date:** July 2027

Kerina Hanson (Headteacher)

Signature: *Kerina Hanson*

Ally Demicoli (Chair of Governor's)

Signature: *Ally Demicoli*