Sealand Community Primary School
Charging and Remissions Policy 2026–2027

Date Approved: October 2026
Review Date: Autumn 2027

1. Policy Statement

The Governing Body of Sealand Community Primary School is committed to ensuring that all pupils have equal access to educational opportunities regardless of their family's financial circumstances.

This policy sets out the circumstances in which charges may be made for school activities, the arrangements for voluntary contributions and the circumstances in which charges may be remitted.

The policy has been developed in accordance with Sections 449–462 of the Education Act 1996 and Welsh Government guidance on charging for school activities. It reflects the school's commitment to equity, inclusion and removing barriers to participation.

2. Principles

The Governing Body believes that:

- Educational opportunities should be accessible to all pupils.
- No child should be excluded from an activity because of financial hardship.
- Charges will only be made where legislation permits.
- Requests for voluntary contributions will always remain voluntary.
- Financial information provided by families will be treated sensitively and confidentially.
- The school should have due regard to the impact of poverty on children's educational experiences and wellbeing.

3. Activities for Which No Charge Will Be Made

The school will not charge for:

Education During School Hours

- Education provided wholly or mainly during school hours.
- Education provided as part of the Curriculum for Wales.
- Religious Education.
- Activities forming part of an examination syllabus that pupils are being prepared for at the school.
- Admission to the school.
- Books, equipment, materials and instruments required for curriculum learning.

Transport
The school will not charge for:

- Transport provided where there is a statutory duty to provide it.
- Transport to educational venues arranged by the school or local authority.
- Transport required for examination purposes.
- Transport provided in connection with curriculum educational visits.

Educational Visits
The school will not charge for:

- Visits taking place wholly or mainly during school hours.
- Curriculum-related visits.
- Educational activities required as part of statutory provision.
- Supply cover required when teachers accompany pupils on educational visits.

Music Tuition
The school will not charge for:

- Instrumental or vocal tuition delivered as part of the Curriculum for Wales.
- Tuition required as part of a prescribed examination syllabus.
- Tuition provided to meet statutory curriculum requirements.

Examination Entries
The school will not charge for:

- Prescribed public examinations where pupils have been prepared by the school.
- Re-sits where pupils are being prepared by the school.
- Costs associated with preparing pupils for examinations.

4. Activities for Which Charges May Be Made
The Governing Body reserves the right to make charges where legislation allows.
Charges may be made for:

Optional Extras
Activities which take place wholly or mainly outside school hours and are not:

- Part of the Curriculum for Wales;
- Part of a prescribed examination syllabus; or
- Part of Religious Education.

Examples may include:

- Theatre visits.
- Holiday activities.
- Residential experiences classified as optional extras.
- Additional enrichment opportunities.

Materials and Ingredients
Charges may be made for materials used in practical activities where parents have agreed in advance that they wish their child to keep the finished product. Examples may include:

- Food technology ingredients.
- Craft materials.
- Design products.

Music Tuition
Charges may be made for tuition in musical instruments or singing where:

- The tuition is not part of statutory curriculum provision; and
- The tuition is provided individually or to groups of not more than four pupils.

Examination Fees
Charges may be made when:

- A pupil is entered for an examination not prescribed by regulations.
- A pupil is entered for an examination for which the school has not prepared them.
- A pupil fails, without good reason, to complete examination requirements where the entry fee has been paid by the school.

5. Residential Visits
Where residential visits form part of the school's curriculum, no charge will be made for the educational activities provided.
However, the school may charge for:

- Board and lodging.
- Optional extras associated with the residential experience.

The Governing Body will ensure residential visits remain accessible and will consider affordability when planning educational experiences. Where possible, parents will be offered staged payment arrangements to reduce financial pressure.

6. Voluntary Contributions
The Governing Body may invite parents, carers and others to make voluntary contributions towards the cost of activities.
Where voluntary contributions are requested:

- There is no legal obligation to contribute.
- No child will be excluded because a contribution has not been made.
- Pupils will not be treated differently according to whether contributions have been made.
- Requests will clearly state that contributions are voluntary.

If an activity relies upon voluntary contributions and insufficient funds are received, the activity may be cancelled. This will be made clear when contributions are requested.

Parents must not be subjected to pressure or coercion regarding voluntary contributions. Financial matters will be managed discreetly and sensitively.

7. Remissions
The Governing Body recognises that some families may experience financial hardship and is committed to ensuring pupils are not disadvantaged as a result.
The school may remit charges, wholly or partially, in circumstances including:

- Financial hardship.
- Exceptional family circumstances.
- Safeguarding concerns.
- Inclusion needs.
- Other circumstances deemed appropriate by the Headteacher and Governing Body.

Remission decisions will be considered confidentially and on an individual basis. For residential visits, families meeting Welsh Government or local authority eligibility criteria current at the time of the visit may qualify for remission of board and lodging costs.

8. Equality and Inclusion
The Governing Body is committed to promoting equality of opportunity and reducing barriers to participation.
When planning activities, visits or educational experiences, the school will seek to:

- Maximise participation.
- Minimise financial disadvantage.
- Ensure reasonable access for all pupils.
- Consider the impact of poverty on educational engagement.

The school will comply with the requirements of the Equality Act 2010 and relevant Welsh Government guidance.

9. School Uniform and Personal Equipment
Parents may be invited to provide items intended solely for their child's personal use, including:

- School uniform.
- Physical education clothing.
- Personal stationery.
- Water bottles.
- Book bags.
- Personal headphones or similar equipment.

The school will have regard to Welsh Government guidance regarding affordable school uniform and will endeavour to minimise financial burdens on families.

10. Digital Learning Resources
The school will not charge pupils for access to learning provided as part of the curriculum. Parents may be invited to purchase optional items intended for personal ownership where appropriate.
Any digital platform, software or online resource required for statutory educational provision will be provided without charge.

11. Breakfast Club, Childcare and Extended Services
The Governing Body may charge for childcare or supervision elements associated with:

- Breakfast club provision;
- Before-school supervision;
- After-school provision;
- Holiday activities; or
- Other extended services.

Any charges will be based on actual costs and reviewed periodically. Current charges will be communicated separately to parents and are not fixed within this policy.

12. Healthy Snack Provision
The school may provide healthy snack opportunities for pupils.
Where charges are made to recover costs, these will:

- Be set at a reasonable level.
- Be reviewed periodically.
- Be communicated separately to parents.

Support may be considered where financial hardship would otherwise prevent participation.

13. Breakages, Loss or Damage
The Governing Body reserves the right to seek reimbursement where a pupil's actions result in:

- Deliberate damage to school property;
- Wilful damage to equipment;
- Loss of school resources through misuse; or
- Vandalism.

Each incident will be considered individually and a reasonable approach will be taken when determining any contribution towards repair or replacement costs.

14. School Payments

The school may operate cashless or online payment systems for the collection of monies relating to school activities.

The use of electronic payment systems does not alter the voluntary nature of contributions where charges cannot legally be imposed.

Alternative payment arrangements will be considered where necessary.

16. Monitoring and Review

The Governing Body will review this policy annually or sooner where:

- Legislation changes;
- Welsh Government guidance is updated;
- Local authority procedures change; or
- Operational circumstances require review.

The Headteacher will ensure the policy is implemented fairly and consistently and will report significant issues to the Governing Body as appropriate.

Approval

Chair of Governors: _____

Headteacher: _____

Review Date: Autumn 2027