St John Lloyd R.C. Primary School Policy on Charging and Remissions for School Activities (2026/7)

Purpose of Policy
The purpose of this policy is to set out what charges can and cannot be made for activities in St John Lloyd School. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

Circumstances where no charge is made
No charge will be made for:

Education in School

- Education provided wholly or mainly during school hours.
- Admission to school for children of compulsory school age.
- Activities which are part of the Curriculum or part of Religious Education.
- The supply of any materials, books and instruments or other equipment.

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the National Curriculum.

Residential visits

- 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 Curriculum that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- Any visits that are longer than 24hrs will be charged at the appropriate costs by the provider.

Music tuition

- Children learning to play musical instruments as part of the Curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education; or
- Cost associated with preparing a pupil for an examination.
- A fee will be applied for weekly tutoring of musical instruments provided by and paid to Cardiff Council/ Music Service (see music tuition)

Examination fees

- Entry for a prescribed public examination if the pupil has been prepared for it at the school or for examination re-sit if the pupil is being prepared for the re-sits at the school.

Circumstances where the school may charge parents

Optional Extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:-

Education

- Activities which take place mainly or wholly out of school time if they are not part of the Curriculum, not part of a syllabus for a prescribed public examination that the pupils being prepared for at the school and not part of religious education.
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.

Music tuition

- Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the National Curriculum or a public examination syllabus being followed by the pupil. Provided by Cardiff Council/ music service.

Transport

- Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.

Examination Fees

- The examination is on the set list, but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Board and Lodgings

- The cost of board and lodging for residential trips, even when taking place largely during school time.

Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.

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.

- Support under Part 6 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 His Majesty's Revenue and Customs) does not exceed £16,040 (i.e. children who are eligible to receive free school meals.

The governing body may wish to remit in full or in part, the cost of other activities for parents in certain circumstances.

Supplementary Information

Uniform, P.E. Kit, Calculators, Pens etc. Aprons

Parents can be invited to equip their child with items of personal equipment intended to be used solely by their child.

Breakages and Damage

Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the schools discretion.

Sample Letters

Sample letter [1]

Voluntary donation for Trip/Visit/Practical Activity (Parent Pay)

Dear Parents,
[child's name/year/subject]
The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**. Activities such as this are beneficial because they give pupils experiences they may not otherwise have.
In order to finance this trip we ask that parents and/or carers make a voluntary contribution of **[amount]** per pupil. There is no obligation to make a contribution and if you choose not to your child will not be treated any differently. However, should we not get enough contributions then we will have to cancel the trip/visit/practical activity. We very much hope that you are able to contribute.
We do not ask parents who get the following benefits to make a contribution [insert list]. If you receive any of these, please let us know.
Your contribution will cover **[specify: accommodation, meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.

[name].

Thank you very much for your support.
Yours sincerely
[name]

Sample letter [2] (Parent Pay)

Voluntary donation for Trip/Visit/Practical Activity

Dear Parents,

[child's name/year/subject]

The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**. Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

Your contribution will cover **[specify: accommodation, meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.

All contributions are voluntary and the proposed activity may not take place unless a substantial majority of parents contribute. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Parents have a right to know how each trip is funded and the school provides this information on request.

To make your contribution please complete the following form.

[name].

Thank you very much for your support.

Yours sincerely

[name]

Sample letter [3] (Parent Pay)

Voluntary donation for Trip/Visit/Practical Activity/Optional Extra

Dear Parents,

[child's name/year/subject]

The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**. Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

In order to finance this trip we ask that parents and/or carers make a voluntary contribution of **[amount]** per pupil.

This will cover **[specify: accommodation, meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.

The school is not in a position to subsidise **[any/this]** visit **[s]**, or to offer remission of charges, therefore in order for a visit to take place a Voluntary Contribution from each pupil will be necessary. If sufficient Voluntary Contributions are not received then the visit will not take place.

To make your contribution please complete the reply slip below and return it with your donation in an envelope marked with your child's name, form and 'school donation' to the school office by **[date]**. Cheques should be made payable to

[name].

Thank you very much for your support.

Yours sincerely

[name]

Sample letter [4] (Parent Pay)

Residential Trips

Dear Parents,

[child's name/year/subject]

The school is organising a Residential Trip to **[place]** on **[date(s)]**.

Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

No charge is being made for the activity or travel; however there is a charge of **[amount]** to cover the costs of board and lodging. We do not ask parents who get the following benefits to make a payment **[insert list]**. If you receive any of these, please let us know.

To make your payment please complete the following form.

Thank you very much for your support.

Yours sincerely

[name]