



Charging and Remissions Policy

PARATOWYD PREPARED	Ebrill 2022 / <i>April 2022</i>
CADARNHAWYD RATIFIED	Mai 2022 / <i>May 2022</i>
ADOLYGWYD REVIEWED	Mai 2024 / <i>May 2024</i>
CYLCH ADOLYGU REVIEW CYCLE	2 flynedd / <i>2 years</i>

Introduction

Our school recognises the valuable contribution that a wide range of additional activities can make towards personal and social development, including educational visits and residential trips, and aim, when appropriate, to provide these activities.

In general, Ysgol Gymraeg Llundain does not charge parents/carers for any school related activities or resources, however there may be scenarios where charging/remissions are applicable.

The School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Roles and responsibilities

The Governing Body/Directors

The governing board/Directors have overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing body/Directors also has overall responsibility for monitoring the implementation of this policy, but the responsibility for approving the charging and remissions policy has been delegated to the headteacher.

The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The headteacher will ensure staff are provided with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Charges

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

- Certain aspects of school trips.

- Charges in kind, i.e. the cost of materials for cooking, sewing and pottery etc.

Nothing in this policy statement precludes the Governing Body/Directors from inviting parents to make a voluntary contribution towards the cost of educational activities of the pupils. Some planned activities may not proceed if insufficient contributions are received. No child will be excluded from participating in activities that do proceed.

Where charges can be made

Below we set out what the school can charge for.

Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own them
- Optional extras
- Community facilities

Music tuition

- There is a charge for individual music lessons that is not part of the National Curriculum. This will be a private agreement between the parents and the music teacher.

Lost school equipment

Parents may be requested to replace school equipment, books etc, which have been lost or damaged by their child.

Breakages and damages to school building, furniture or property

Wilful damage to school buildings or property by a pupil may be charged to parents by the school.

Remissions

The Governing Body/Directors will make every effort to give financial assistance to families who are experiencing hardship. When arranging a chargeable activity, the Governing Body/Directors will invite parents in confidence to apply for the remission of charges, in part or full. Authorisation of remission will be made by the Head Teacher in consultation of the Chair of Governors.

Review: May 2024

Signed: *J. Watkins*
Headteacher