

*Ysgol Heol Goffa is an attachment aware school.
An attachment aware school is one in which everyone can feel safe.
An attachment aware school is one in which children can learn because they feel safe.*



CHARGING AND REMISSIONS POLICY

Our aim is to open the doors to the future by providing a happy, caring community where all have equal worth, are respected, and inspired to achieve the best for themselves and others.

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Author: Headteacher

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Date/s reviewed annually - Spring Term

Signed: *C Hopkins*

HEADTEACHER Date: 28.3.25

Signed: *O Jenkins*

CHAIR OF GOVERNORS Date: 28.3.25

CHARGING AND REMISSIONS POLICY

Introduction

All education during school hours is free and this document sets out the Charging Policy for Ysgol Heol Goffa and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary Contributions

When organising school trips or visits that are not part of the curriculum, but enrich the educational experience of the children, the school may invite parents to contribute to the cost of the trip. These contributions are necessary to fund the activity, but contributions are voluntary. The level of cost is decided by the Headteacher and is designed to cover the cost of the activity without affecting the schools budget allocation. If we do not receive sufficient voluntary contributions, we may cancel a trip. If an activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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, where possible we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- Visits to local amenities.
- Outdoor adventure activities.
- Visits to the theatre.
- School trips abroad.
- Musical events.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, we do make a charge to cover the costs of board and lodging and in some cases travel. Activities which take place out of normal school hours, costs of hiring trained staff for specialist activities will be charged in

addition to board and lodgings. Ysgol Heol Goffa staff costs and vehicle costs will be met by the school.

Swimming

The school organises swimming sessions for children throughout the school. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these sessions are to take place, and we ask parents for their written permission for their child to take part in swimming sessions.

School minibus

We do not normally charge children if they are transported in the minibus to an extra-curricular activity.

Cancelled Trips

When money has been paid and a trip is cancelled, the school will endeavour to reimburse parents where possible.

How payments can be made

Parents will be given every opportunity to make payments for trips via Parent Pay. This may include staged payments for large amounts e.g. for a trip abroad, and allowances will be made for families who have short term financial difficulties.

Example Letters / Emails for School to send out to parent / carers.

In setting up standardised emails that conform to legislation and guidance from Welsh Government, it can ensure that all emails / letters are already approved by the Headteacher or Governing Body. Letters are sent in the same font, same wording, same logo, and format when using standardised letters.

Example letters / Emails can be found in Appendix 1

Review

To be reviewed annually



Voluntary donation for Trip/Visit/Practical Activity

Dear Parents/Carers

The school is organising a [**Trip/Visit/Practical Activity**] to [**Place**] on [**Date**].

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

All contributions are voluntary, and the proposed activity may not take place unless a substantial majority of parents contribute. If [**Trip/Visit/Practical Activity**] 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.

Your contribution will cover [**Specify: Meals, transport, entry fee, equipment costs etc.**]

Please make your contribution and give consent for this activity / visit via Parent Pay. Please contact school meals on 01267 246714 or email schoolmeals@carmarthenshire.gov.uk for support with your account.

Thank you very much for your continued support.

Yours sincerely

[Name]

[Title]