

Ysgol Gymunedol Cefn Hengoed Community School

"If You Believe It, You Can Achieve It!"



Charging and Remission Policy Polisi Cyhuddo a Maddeuant

Reviewed/Adolygwyd	July/Gorfennaff 2025
Next Review/Yr Adolygiad Nesaf	July/Gorfennaff 2026

Mr C Bale	Headteacher	
ClIr P Lloyd	Chair of Governors	

Charging and Remissions Policy

To conform with the Requirements of the Education Reform Act 1988

It is the policy of the Governing Body:

1. To levy a charge, except where pupils are entitled to statutory remission (Income Support and Family Credit), for all board and lodging costs on residential visits.
2. To levy a charge for activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory Religious Education or in preparation for a prescribed public examination.
3. To levy no charge for examination entries, except where:
 - the school has not prepared pupils for the examination in the year for which the entry is made, or
 - a pupil has failed, for no good reason, to complete the requirements of the examination, or
 - a pupil has prepared for examination, been entered for it, the fee has been paid by the school and the pupil does not attend, with no good reason offered
 - a pupils has not attended lessons or, if in the professional opinion of the teacher, has no chance of success. Parents will be informed in writing as early as is practical of the decision about which examinations a pupil is not to be entered. If the examination fee is paid by the pupil/parent/carer, then the examination entry will be made by the school.
4. To levy no charge in respect of books, materials, equipment or instruments provided in connection with the National Curriculum, statutory Religious Education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated their wish to purchase the item. Pupils may, from time to time, be offered the opportunity to purchase additional items for their work in school. There will be no compulsion to purchase and if a pupil wishes to purchase, considerate means will be exercised to enable payment in instalments.
5. To request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst requiring that no pupil is excluded from such activity by reason of inability or unwillingness to make voluntary contribution.
6. To seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children.
7. To delegate to the Chair of Governors and the Headteacher the determination of any individual case arising from the implementation of this policy.
8. Should a complaint arise from the Charging Policy, this will be dealt with through the Complaints Policy.

Any requests for payment in relation to learning will be taken first to the governing Body by the Headteacher.

Payment Plan for Art

Key Stage 3

£4.00 for a departmental sketchbook and folder

Key Stage 4

£6.00 for departmental folder and specialist art equipment for mounting and presenting their work.

Payment Plan for DT

Key Stage 3

At Key Stage 3, pupils (parents/carers) are asked for a voluntary contribution for materials and resources for Resistant Materials. For the current academic year this is set at:

- £5 per pupil for Year 9
- £2 per pupil for Year 8
- £3 per pupil for Year 7

This may be paid in 2 instalments if required.

GCSE PE Kit

Pupils (parents/carers) opting for GCSE are given the opportunity to purchase a designated PE kit which better enables them to access the increased hours of PE at Key Stage 4. **This is not compulsory.** GCSE PE pupils are allowed to wear the PE Zip Top instead of the school jumper/cardigan/sweatshirt. The quality of the kit sustains learning throughout KS4. The kit is ordered through school (supplied by Bergoni our school uniform supplier), at a cost of:

Boys	
Tshirt	£21.50
Shorts	£11.99
Socks	£6.50
Zip Top	£27
Total	£66.99

Girls	
Tshirt	£21.50
Leggings	£23.99
Zip Top	£27
Total	£72.49

Embroidery and printing is also included in the cost. Individual items can be purchased if you do not wish to buy the full package.