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# Charging and Remissions Policy

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## 1.0 Introduction

- 1.1 This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.
- 1.2 The aim of the policy is to set out what charge will be levied for activities and the letting of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. 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.
- 1.3 The Governing Body of the school is responsible for determining the content of the policy, and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.
- 1.4 The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet that cost.
- 1.5 This policy will be reviewed annually.

## 2.0 Charges to Pupils

### 2.1 Prohibition of Charges

2.1.1 The Governing Body of the School recognises that legislation prohibits charges for the following:

- education provided wholly or mainly during school hours (including the supply of any materials, books, instruments or other equipment);
- admission to school for children of compulsory school age;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- 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 National Curriculum, or part of a syllabus for a prescribed public examination 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;
- transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;
- transporting pupils to other premises where the Governing Body or LA has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- transport provided in connection with an educational visit which is part of the National Curriculum.

## 2.2 Charges

*It will be necessary to determine for each of the following whether the Governing Body intends to make a charge.*

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 material, books instruments or equipment as follows:

### (a) Examinations

No charge will be made for entry to a public examination except where the pupil without good reason fails to attend or complete the requirements of the public examination (i.e. fails to submit coursework) where the Governing Body or LA originally paid or agreed to pay the entry fee. An examination fee may also be charged to parents if:

- 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.

Candidates will usually be expected to pay for re-sit examinations, with the exception of cases where the school has provided extra curriculum time for the preparation of candidates for these examinations.

### (b) Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons), a charge will be made at cost price. Parents will be informed of this charge in advance.

### (c) Music Tuition

Parents of pupils wishing to take the opportunity to be involved in music tuition, whether in or out of school hours, will be informed of the cost and will be billed termly. No charge will be levied if the tuition is provided as part of the curriculum.

(d) Board and Lodging on residential trips

The board and lodging element of approved residential activities, even when taking place largely in school hours. The cost will not exceed the actual cost of the provision, and prior written confirmation from the parent is required that he/she is willing to pay the charge.

(f) Breakages

The school will charge for breakages and replacements as a result of loss or damages caused wilfully or negligently by pupils. Each incident should be dealt with on its own merit and at the school's discretion.

(g) Extra-curricular activities and school clubs

The school subsidises the material used by Extra-curricular Clubs. Pupils may be asked to make a nominal contribution for ore expensive resources, e.g. cookery club, craft club.

### 2.3 Remissions

The Governing Body will not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body:

- May consider the remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes;
- Will give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.

Parents who can prove that they are in receipt of the following support payments will, in addition to having free meals entitlement, be exempt from paying the cost of board and lodging of a residential trip:

- Income Support
- Job Seeker's Allowance
- Employment Support Allowance (income related)
- Child Tax credit, with a household income of £16,190 or less
- Pension credit
- Universal Credit.

When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher, in consultation with the Chairperson of the Governing Body will make authorisation for such remission.

## 2.4 Voluntary Contributions

Parents may be invited to make a voluntary contribution for the following:

- (a) School visits and trips to enrich learning linked to contexts.
- (b) Visits to school by outside providers, e.g. theatre groups, musicians, etc.
- (c) Breakages.
- (d) Daily snacks – healthy fruit option made and eaten on site.
- (e) Cookery sessions in class to enrich the curriculum.
- (f) Cookery club and Craft club activities.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- the contribution is genuinely voluntary and a parent is under no legal obligation to pay;
- pupils of parents who cannot contribute will not be treated any differently;
- the continuance of an activity may depend upon voluntary contributions;
- registered pupils at the school will not be excluded or treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. Requests made for voluntary contributions do 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.

Voluntary contributions will be used to:

- Pay entrance fees to venues on school visits/trips, e.g. museums, theatres, etc.
- Pay for transport costs for Extra-curricular activities.
- Discretely assist pupils to take part in school activities where there is known hardship.
- Cover the cost of healthy snacks bought and prepared on

- site.
- Cover the cost of ingredients for cookery sessions/cookery clubs.
- Cover the costs of materials used in Extra- curricular craft clubs.

### 3.0 Charging for the use of School Premises and School Resources

3.1 The school budget cannot be used to subsidise non-school activities, and community use of the school must at least cover the cost of letting the school to community groups. The charges set by the school cover the cost of opening the school, including the cost of caretaker time and utilities.

3.2 The charges have been agreed jointly with Ysgol Glan Ceubal, with whom Gabalfa Primary shares its building and site.

3.3 Costs to be levied from the hire of school premises are:

- Hall hire £20 per hour
- Full day hire £150 per day (9am to 3pm)
- Staging (per block) £5 per day
- Furniture £1.50 per chair per day  
£2.50 per rectangular table per day

This policy was reviewed by  
Governors

Autumn 2023

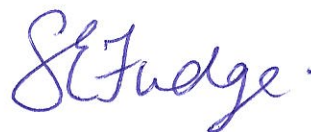
This policy will be next reviewed

Autumn 2024

Signed :



Tanya Gallivan  
Chair of Governors



Sian Eleri Fudge  
Headteacher

