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*Parch – Ymrywmiaid – Llwyddiant*

# **CHARGES & REMISSIONS POLICY**

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## Document Version Control

<b>Document</b>	<i>Charging &amp; Remissions Policy</i>
<b>Reference</b>	<i>2022SP/Charging &amp; Remissions Policy</i>
<b>Associated Policies and Documents</b>	<ul style="list-style-type: none"> <li><i>Section 457 Education Act 1996 - Guidance for Governing Bodies on Charging for School Activities (revised November 2013)</i></li> </ul>
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<b>Reviewer</b>	<i>Chair of the Resources Committee</i>
<b>Consultation</b>	<i>Resources Committee of the Governing Body</i>
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<b>Chair of Governors</b>	
<b>Headteacher</b>	

## Equality Impact Assessment

<b>Name of Policy or Procedure</b>	Charges & Remissions Policy
<b>Date of review/approval</b>	September 2022
<b>Those involved in the assessment</b>	Development Committee of the Governing Body
<b>Protected characteristics unlikely to be impacted by the policy/procedure and reasons for drawing these conclusions (by reference to each characteristic or group of characteristics)</b>	<p>The policy sets out by reference to the law, those elements of school provision for which the school cannot charge and those elements for which a charge may be made.</p> <p>It also describes the circumstances in which charges may be remitted – usually by reference to receipt by parents of a range of benefits or allowances provided by government.</p> <p>The policy also indicates that the governing body has discretion to remit charges in certain circumstances.</p> <p>The policy does not discriminate by reference to any of the protected characteristics.</p> <ul style="list-style-type: none"> <li>• Race;</li> <li>• Disability;</li> <li>• Gender/sex;</li> <li>• Sexual orientation;</li> <li>• Religion/belief;</li> <li>• Age;</li> <li>• Gender reassignment;</li> <li>• Pregnancy/maternity;</li> <li>• Marital status;</li> </ul>
<b>Protected characteristics which could be impacted by the policy/procedure i.e. there is the potential for having a negative differential impact – reasons for drawing these conclusions by reference to each characteristic</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>How the policy as reviewed/approved takes account of each characteristic for which there could be a negative differential impact – by reference to each of those characteristics</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Recommended changes to mitigate against potential negative differential impacts</b>	<ul style="list-style-type: none"> <li>• None recommended</li> </ul>

**The commentary highlighted in red above has been replicated in the policy to assist the reader in locating the commentary.**

## **Charging policy for school activities**

The purpose of this policy is to set out what charges can and cannot be made for activities at Radyr Comprehensive School. The policy has been drawn up in accordance with Sections 449-462 of the Education Act 1996 that sets out the law regarding charges for activities in schools maintained by local authorities, and with Cardiff County Council's guidance on charging and remissions.

No charges will be made for:

### **Education in School**

- Admission to school for children of compulsory school age;
- Education provided wholly or mainly during school hours;
- Activities which are part of the National Curriculum, or are part of a prescribed examination syllabus or part of Religious Education;
- The supply of any materials, books, instruments or other equipment – other than those to be kept by a student.

### **Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered pupils from school 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 they have 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 National 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.

### **Music Tuition**

- Children learning to play musical instruments as part of the National Curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school;
- Costs associated with preparing a pupil for an examination.

### **Examination Fees**

- First time entry to a prescribed public examination.

## Optional Extras

Charges may be made for other activities. Where an optional extra is being provided, a charge may be made for providing material, book, instruments, or equipment.

## Education

- Activities which take place mainly or wholly out of school time if they are not part of the National 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;
- Material 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;
- Books which students wish to annotate and keep rather than return them to the school at the end of the course.

## Transport

- Transport other than that required to take the pupil to school or to other premises where the governing body has arranged for the pupil to be provided with education.

## Residential Visits

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

## 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. All fees must be paid in advance or the music lesson will not take place. If a pupil or his/her parents decide that he/she does not wish to continue with lessons once the fees have been paid and the peripatetic music service informed then the fee will not be re-funded.

## 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;
- Charges for re-sit examinations will also include an additional £2 fee towards invigilator salaries, photocopying and associated postage costs.

## **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. Radyr Comprehensive School will charge the proportionate costs for an individual child for activities to meet the cost of:

- Travel and/or associated transport costs such as fuel;
- Materials and Equipment;
- Non-teaching staff costs;
- Entrance fees;
- Meals if required;
- Insurance Costs;
- Accommodation.

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 (see remissions section below);
- Pupils of parents who cannot contribute will not be treated any differently;
- 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.

## **Supplementary Information**

### **Uniform, PE Kit, Aprons, Calculators, Pens etc.**

Parents can be invited to equip their child, at no cost to the school, with items of personal equipment intended to be used solely by their child.

### **Extra-curricular activities and school clubs**

The school will endeavour to support as many extra-curricular activities as possible. However, there will be occasions when charges must be made. This applies in particular to the use of the school minibus on weekends and during the school holidays.

### **Breakages and damages**

If a pupil's behaviour results in damage to school property or equipment, parents will be asked to pay for any necessary repair or replacement. Each incident will be dealt with on its own merit and at the school's discretion.

### **Charging for use of school premises**

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.

The charges to be levied from the hire of school premises are as follows:

Sports Hall	<ul style="list-style-type: none"><li>• £40 per hour for a full hall, £25 for half a hall;</li></ul>
All Weather Pitch (Full Pitch)	<ul style="list-style-type: none"><li>• £45 per hour without floodlights;</li><li>• £55 per hour with floodlights;</li><li>• Higher charges will be made to Corporate Organisations;</li></ul>
All Weather Pitch (Half Pitch)	<ul style="list-style-type: none"><li>• £25 per hour without floodlights;</li><li>• £35 per hour with floodlights;</li></ul>
Swimming Pool	<ul style="list-style-type: none"><li>• £45.00 per hour Monday – Friday;</li><li>• £55.00 per hour Saturday and Sundays;</li></ul>
Classroom	<ul style="list-style-type: none"><li>• £10 per hour;</li></ul>
Specialist Classroom	<ul style="list-style-type: none"><li>• £25 per hour;</li></ul>
School Hall/Gymnasium	<ul style="list-style-type: none"><li>• £25 per hour;</li></ul>
Drama Studio	<ul style="list-style-type: none"><li>• £25 per hour;</li></ul>
Conference Suite	<ul style="list-style-type: none"><li>• £25 per hour;</li></ul>

### **Cancellation Charges**

All fees to hire facilities will be invoiced in advance and must be paid in advance.

Hirers who wish to cancel a booking will be refunded in full provided at least 31 days notice is received.

For notice periods of 7-30 days 50% of the fee will be forfeited and 50% refunded.

If less than 7 days notice of cancellation is received 100% of the charge is forfeited.

### **Charging for the school minibus**

The school minibus may be used for extra-curricular events free of charge, providing that the pupils on that activity are solely from Radyr Comprehensive School. The PTA will not incur any charges for use of school premises or the school minibus for the purpose of fundraising and/or promoting the association.

### **Charging for charitable events**

The charge for the hire will be at the discretion of the Headteacher.

## Remissions

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging of an educational residential trip:

- Income Support;
- Income Related Employment Support Service
- Income based Job Seeker's Allowance
- Guarantee Element of State Pension Credit, or Child Tax Credit income less than £16190
- Universal Credit if household earnings below £7,400

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