



Cardiff West Community High School

Charging and Remissions Policy September 2017

Charging and Remissions Policy

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

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 a syllabus for a prescribed public examination or is required by the National 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 willfully 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

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 will:

- 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;
- 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
- Income-based Job Seeker's Allowance
- Any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently, the following are prescribed:
 - Support under Part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue and Customs) does not exceed £16190 (i.e. children who are eligible to receive free school meals);
 - Income related employment and support allowance; and
- Guarantee element of the State Pension Credit
- Receipt of 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 will be invited to make a voluntary contribution for the following:

- (a) Transport costs to and from outside venues
- (b) Cost of cinema / theatre tickets
- (c) Entrance fees to exhibits, places of interest

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:

1. Provide cover for staff accompanying pupils
2. Supplement the cost of refreshments for pupils

3.0 [Charging for the use of School Premises](#)

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

Monday to Friday

Accommodation	Times	Cost	Hire type
Sports Hall	All times	£35.00 per hr	One off bookings
Sports Hall	All times	£30.00 per hr	Booking 10 weeks in advance
Sports Hall	1700 - 1800	£20.00 per hr	Youth development
Sports Hall	All Times	£20.00 per hr	New club starter incentive 4 weeks limit
Dance Hall	All times	£23.00 per hr	Booking 10 weeks in advance
Dance Hall	All times	£25.00 per hr	One off bookings
Dance Hall	1700 - 1800	£17.00 per hr	Youth development
Dance Hall	All Times	£14.00 per hr	New club starter incentive 4 weeks
Office training rooms	0800 - 1700	£105.00 Week	Sole use of room + £10.00 per day for additional room
Conference room	0800 - 1700	£46.00 Day	Commercial one off booking
Conference room	1800 - 2100	£30.00 per hr	Commercial one off booking
Conference room	0800 - 1700	£35.00 Day	Community use
Conference room	1800 - 2100	£23.00 per hr	Community use
Class room	0800 - 1700	£35.00 Day	Commercial one off booking
Class room	1800 - 2100	£23.00 per hr	Commercial one off booking
Class room	0800 - 1700	£30.00 Day	Community use
Class room	1800 - 2100	£23.00 per hr	Community use
Specialist room	0800 - 1700	£115.00 Day	Commercial one off booking
Specialist room	1800 - 2100	£35.00 per hr	Commercial one off booking
Specialist room	0800 - 1700	£60.00 Day	Community use
Specialist room	1800 - 2100	£25.00 per hr	Community use
Hall	0800 - 1700	£115.00 Day	Commercial one off booking
Hall	1800 - 2100	£35.00 per hr	Commercial one off booking
Hall	0800 - 1700	£60.00 Day	Community use
Hall	1800 - 2100	£25.00 per hr	Community use

Saturday and Sundays:

Caretakers rate at 1+ ½ for Saturday, X 2 for Sundays

Booking 1hr in the sports hall on Saturday £40.00 (£5.00 extra) Sunday £45.00 (£10.00 extra)

Requests for heating will incur extra cost.

Hire of Laptop £20.00 per day

Sporting activities will have to pay VAT unless they meet the exempt criteria. To be exempt the sports group has to book at least ten weeks without a break of fourteen days.