



**Ysgol Gynradd
Gwaelod y Garth
Primary School**

Charging and Remission Policy

Headteacher:	Helen Sharkey
Chair of Governors:	Non Gwilym
Policy Date:	October 2024
Responsibilities:	Headteacher, Governors, All Staff

Introduction

This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.

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.

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.

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.

This policy will be reviewed annually.

Charges to Pupils

Prohibition of Charges

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.

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:

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.

Voluntary Contributions

When arranging school trips or visits that enrich the curriculum and the children's educational experience, the school invites parents to contribute towards the cost of a trip. All contributions are voluntary. If we do not receive enough voluntary contributions we may have to cancel a trip. If a trip is taking place it may involve children whose parents have not contributed and we will not treat these children any differently to any other children.

The following is a list of additional activities organised by the school, which require voluntary parental contributions. These activities are known as 'optional supplements'. This is not an exhaustive list:

- visits to museums, theatres, historic sites etc.
- sports activities with transport costs
- outdoor adventure activities
- musical events
- drama groups visit to school

We will inform parents at the earliest possible opportunity regarding activities where voluntary contributions are necessary. There are usually ways to divide payments over a period of time.

Residential Visits

The school arranges residential visits during school time in order to provide an education directly related to the National Curriculum.

We will charge for the costs of accommodation, food and the expertise of the staff who train the children (where appropriate). Travel and other visit costs are handled under voluntary contributions.

Music Lessons

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music lessons if this is not part of the National Curriculum. Local Authority music teachers give lessons to individuals or to small groups. Cardiff County Music Service charges for these lessons. We will provide parents with information about additional music training at the beginning of each academic year.

Activities out of school hours

Additional activities are offered by the school such as Football, Netball, Sports Club, Choir. These sessions are run and organised by staff – sometimes with the help of people from outside the school. We will not charge for these activities.

Some activities may take place at times that coincide with the start or end of the school day and the Headteacher has the right to decide whether to charge for them.

From time to time concerts may be held with an element of fundraising attached to them. It is for the Headteacher to decide whether to charge for such an event.

Charging for the use of a School Building

The school budget cannot be used to subsidise non-school activities, and the school's community use must at least cover the cost of installing the school to community groups. The charges set by the school cover the cost of opening the school, including caretaker costs.

Charging (in general)

Each charge for any activity is calculated individually against the necessary activity and funding. The charge will include transport costs, meals, staff time, insurance, delivery and service relative to the activity.

Charges may include an allowance for the cost of staff but only where this is separate from their teaching obligations.

The school's income and charging costs are part of the Local Authority's audit procedures to ensure accuracy and accountability.

The school will charge for any external exams, including any exam the pupil has failed to complete for any reason.

The school will charge for publications in accordance with the order set out in the Order for Publications document in accordance with the requirements of the Information Release Act 2000.

Any reference above to 'The Headteacher' is to include the Deputy Headteacher at times and circumstances that require that person to take over the role and responsibilities of the Headteacher.

Date of policy approval: 10.10.24

Date of policy review: October 2025

Policy approved: *Non Gwilym* (Chair of Governing Body)

Policy approved: *Helen Sharkey* (Headteacher)