

# Rhiwbeina Primary School



## Charging & Remissions Policy





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# Charging and Remissions Policy 2025/26

### Introduction

1. This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.
2. The aim of the policy is to set out what charges 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 school maintained by local authorities.
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.
4. The Governing Body acknowledges the right of every pupil 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.
5. This policy will be reviewed annually.

## 1. Admissions

There is no charge for admissions.

## 2. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits.

## 3. Activities that take place during school hours

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).
- Transport costs for class visits

## 4. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

### Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- teaching staff engaged under contracts for services purely to provide an optional extra.
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **5. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **6. Residential activities**

### **Our school will not charge for:**

- 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
- travel costs where the residential activity is classed as being within school hours
- Residential activities that take place during school hours.

### **Our school will charge for:**

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits will be exempt from paying this cost** (see **section 11** for more guidance on remissions).

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 then for free school lunch eligibility.

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.

#### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

## Activities

The school may charge for residential activities that fall **outside** of school hours (see section 5).

## 7. Music tuition within school hours

Rhiwbeina Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

The school will charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument and levied by the provider.

**The school will not charge** if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

## 8. Extended services

Rhiwbeina Primary School is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- Free breakfast club
- School Clubs
- high-quality learning opportunities either side of the school day
- Ways of intervening early when children are at risk of poor outcomes by providing advice for Specialist Teachers
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.
- Swimming tuition Year 4 – No Charge
- Cycling Proficiency Year 5 – No Charge

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## 9. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and the governors dependent on the situation.

## 10. Remissions and concessions

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

- Income Support
- Income Based Job-seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

- Child Tax Credit with an income less than £16190 or
- Universal Credit if the net household earnings is less than £7400

\*Families who get Working Tax Credit do not qualify

Children of families who receive these payments are:

- entitled to free school meals related benefits
- Exempt from paying the cost of board and lodging of a residential trip

Discussions with parents who are eligible for the remission of charges will be confidential.

The headteacher and chair of governors will authorise the remission of charges.

The school will choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

## 11. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. Eg Class Visits

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity has to be cancelled due to a shortfall of funding all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution. Pupils of parents who cannot contribute will not be treated any differently.

## 12. Inability or unwillingness to pay

Rhiwbeina Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## 13. Charging for the use of School Premises

The school budget cannot be used to subsidise non-school activities. Community use of the school must cover the cost of letting the school as a minimum. 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:

	First Hour	Additional Hours	Comments
Hall	£35.00	£7.50	
Class	£30.00	£2.50	
Car park	£30.00	£15.00	
Field	£25.00		
Canteen	£15.00	£0.00	£5 cleaning fee. To be hired in conjunction with the hall

Lettings will be subject to conditions. This includes the need for any association or group to have in place their own Public Liability Insurance at the required levy of £5million prior to the hire. Governing bodies are not responsible for any losses or damage arising out of the letting and hirers should indemnify the school for damages or loss.

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**Signed by:**

S. Bell

The Chair of Governors

Date: ...21.10.25

C. A. Harvey

Headteacher

Date: ...21.10.25

This policy will be reviewed annually.