



If you can dream it...
Ysgol Bae Baglan

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Charging and Remissions Policy

MONITORING AND EVALUATION OF POLICY

This policy will be reviewed annually.

Date passed by Governing Body: Nov 15th 2017

Chairman *E. V. L...*

Policy on Charging for School Activities

Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities in Ysgol Bae Baglan. 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.

Classification

School Trips and Activities are classified as one of either:

1. Educational Trips and Activities
2. Optional Leisure Trips and Activities.

Educational Trips and Activities:

Educational Trips and Activities are those that involve the education of pupils as part of the National Curriculum, or are part of a prescribed examination syllabus, or part of Religious Education. They usually take place partly or wholly within school hours but may include time outside the school day or involve overnight stays. Educational Trips and Activities may be targeted at specific pupils or groups of pupils to meet their educational needs.

These are activities which take place mainly or wholly out of school time. 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. These activities are optional and pupils together with their parents will make a decision without prejudice on whether to attend. Although there may be educational and social benefits to attending, the activity is not part of any requirement of any school course. ***All Optional Leisure Activities will be provided in line with our attendance policy and advice which is issued to parents in regards to family organised leisure activities.***

Circumstances where no compulsory charge is made

Classification – No compulsory charge will be made for:

- Any part of the costs of the Educational Trip or Activity, except charges for bed and board during overnight stays, taking into account any remissions detailed below.

Education - No compulsory charge will be made for:

- Education in School
- Education provided wholly or mainly during school hours.
- Admission to school for children of compulsory school age.
- 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 and instruments or other equipment.

Transport - No compulsory charge will be made for:

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

Transporting registered pupils 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 he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the National Curriculum.

Educational Visits - No compulsory charge will be made for:

- 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 staff who are absent from school accompanying pupils.

School Music Lessons - No compulsory charge will be made for:

- 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, or part of religious education; or
- Cost associated with preparing a pupil for an examination.

Exams - No compulsory charge will be made for:

- Entry for a prescribed public examination if the pupil has been prepared for it at the school or for examination re-sit if the pupil is being prepared for the re-sits at the school.

Voluntary Contributions

Although Ysgol Bae Baglan will not charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.

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;
- pupils of parents who cannot contribute will not be treated any differently; and
- 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 will 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.

Circumstances where the school may charge parents

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 materials, books, instruments, or equipment as follows:

Optional Leisure Activities – Charges may be levied for:

- The full cost of providing the activity
- Any cost of transport
- All materials costs

- Any costs incurred by the school as a result of the absence of staff
- The full cost of board and lodgings

Education – Charges may be levied for:

- 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, e.g a leisure trip such as a school organised skiing holiday.
- Materials 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.

Music tuition – Charges may be levied for:

- Musical instrument tuition provided to individual pupils or to a group of not more than five pupils if the tuition is not part of the National Curriculum or a Welsh Government listed public examination syllabus being followed by the pupil. However all pupils in receipt of peripatetic input are expected to play a full role in performing arts activities in school throughout the year.

Transport – Charges may be levied for:

- Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.

Examination Fees – Charges may be levied 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. e.g. Those in relation to music tuition.
- A pupil fails, without good reason, to complete the requirements of any public examination where school originally paid or agreed to pay the entry fee.
- A pupil passes the exam, but parents request a resit or remark to gain a higher grade.
- A pupil / parent requests the return of an examination script then the cost will be met by the person requesting this service.

Board and Lodgings – Charges may be levied for

- The cost of board and lodging for residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits, including

Free School Meals are exempt from paying the cost of board and lodging, see remissions below).

- The cost of board and lodgings on optional leisure trips.

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 a residential trip:

- a) Income Support.
- b) Income Based Jobseeker's Allowance.
- c) In receipt of 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 6 of the Immigration and Asylum Act 1999;
 - Child Tax Credit, providing Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (i.e. children who are eligible to receive free school meals;
 - Income Related Employment and Support Allowance.
- d) Guarantee element of the State Pension Credit.
- e) Receipt of Universal Credit.

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

Supplementary Information

Additional Equipment

Where specific equipment is a required part of any course, this will be provided by school. However, parents will be invited to equip their child with items of personal equipment intended to be used solely by their child, and these may also be purchased from school. The school may make recommendations to parents on requirements to help in the selection of suitable equipment.

Free School Meals

Where an Educational Visit or Activity takes place and prevents pupils from taking their normal Free Meal in the school canteen, those pupils entitled to Free School Meals will be given alternative free meal provision.

Breakages and Damage

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

Charges for attendance at additional sporting sessions

- If a pupil represents Bae Baglan in a sport, then no cost should be requested for transport or additional costs.
- If pupils take part in other events, which does not represent Bae Baglan, then this should come under 'trips and visits' procedure.
- If pupils are taking part in additional after school sessions on a weekly basis, Bae Baglan would generally cover the costs, except in circumstances where excessive cost is likely.

Charging Policy for Lettings

The building will only be let to persons who are able to comply with current guidance on CRB checks.

Copies of the relevant insurance documentation will have to be verified prior to allowing tutors to carry out activities with pupils out of school hours. This will constitute 'Personal Liability Insurance'.

Lettings will be charged at the following rates inclusive of VAT:

- £42.00 per hour for the main school hall
- £15.00 per hour for the PE lecture theatre
- £15.00 per hour for the school library
- £30.00 per hour for a conference room
- £15.00 per hour for a classroom
- £33.00 per hour for the sports hall

- £24.00 per hour for the sports hall (weekend rates Sat & Sun)
- £18.00 per hour for the fitness suite
- £20.00 per hour for the drama studio
- £20.00 per hour for the dance studio
- £70.00 per hour for the 3G rugby pitch inclusive of lights and changing facilities
- £60.00 per hour for the full use of the astro turf pitch inclusive of lights and changing facilities
- £30.00 per hour for the half use of the astro turf pitch inclusive of lights and changing facilities
- £60.00 per hour for the queen grass football pitch inclusive of changing facilities
- £33.00 per hour for the non-floodlight grass pitch with changing facilities included.
- £4.80 per hour for a badminton court
- £18.00 per hour for the use of the gym
- £15.00 per hour for the use of the multi-use games area
- £48.00 for the hire of the sport hall for birthday parties (2 hour slot)
- £15.00 per hour for the hire of the jog track / sprint track inclusive of changing facilities

Additional services will be charged according to individual demand, e.g. caretaking and fire marshal duties.

Letting charges will be reviewed by the Governing Body at least on an annual basis and individual agreements may be created for persons wishing to engage in 'long term lettings which are for more than one hour per session'. The school will not let facilities to political organisations, so as not to be seen to affiliate with any one political organisation, unless agreed with the Local Authority.

- VAT charges will conform to the NPT guidance.
- Payment should be made at the start of the letting.

Letting fees are charged 10 weeks in advance and invoiced to the person letting the premises. The cheques are paid directly into the school budget and are accounted for as 'income'.

- Discretion of the school to let without charge e.g. charitable events

- Car Parking – currently no charges, however, future possibility.

Charging for Special Performances and Events

A small charge will be made for attendance at Productions.

Entry will be by ticket/programme only in order to comply with fire regulations on the number of adults who may safely be seated in the hall for any performance.

The proceeds of this event will be banked in the School Fund and used for a variety of purposes to provide a range of experiences, events, supportive measures for individual pupils.

Management of School Fund

The interest earned on all monies in School Fund remain within School Fund.

The School Fund is managed and maintained by the school administration officer in liaison with the Deputy Headteacher– there are three signatories for the fund.

School fund is audited by a member of the Governing Body with Accountancy Experience, who is not a signatory for the fund, on an annual basis and by the City & County of Swansea Auditor on a three yearly basis. Findings are fed back to the whole Governing Body via the formal Audit Report.

All School Fund records are available for scrutiny and are presented to the Governing Body on an annual basis following the audit.

Dear Parents,

The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**. The cost of providing this **[Trip/Visit/Practical Activity]** will be £**[COST]** per pupil.

Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

All contributions are voluntary and the proposed activity may not take place unless a substantial majority of parents contribute. If a **[Trip/Visit/Practical Activity]** goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Parents have a right to know how each trip is funded and the school provides this information on request.

Your contribution will cover **[specify: meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.

To make your contribution please log into Parent Pay or return your donation in an envelope marked with your child's name, form and 'school donation for **[Trip/Visit/Practical Activity]**' to the school office by **[date]**.

Thank you very much for your support.

Yours sincerely

Dear Parents,

The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**. Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

The cost of this **[Trip/Visit/Practical Activity]** per pupil is **[amount]**.

This will cover **[specify: accommodation, meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.

The school is not in a position to subsidise this visit, or to offer remission of charges, therefore a payment from each pupil wishing to attend will be required. Please note that if not enough interest is shown it may have to be cancelled.

To make your payment please log into Parent Pay or return your payment in an envelope marked with your child's name, form and 'school payment for **[Trip/Visit/Practical Activity]**' to the school office by **[date]**.

Thank you very much for your support.

Yours sincerely

Dear Parents,

The school is organising an Educational Residential Trip to **[place]** on **[date(s)]**.

Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

No charge is being made for the activity or travel; however there is a charge of **[amount]** to cover the costs of board and lodging. To make your payment please complete the remittance slip below and return it with your payment in an envelope marked with your child's name, form and name of residential trip to the school office by **[date]**. Cheques should be made payable to **[name]**.

We do not require parents who receive the following benefits to make a payment **[insert list of benefits]**. If you receive any of these, you may make a voluntary contribution or complete the attached exemption slip and return it in an envelope marked with your child's name and form to the school office by **[date]**.

Thank you very much for your support.

Yours sincerely