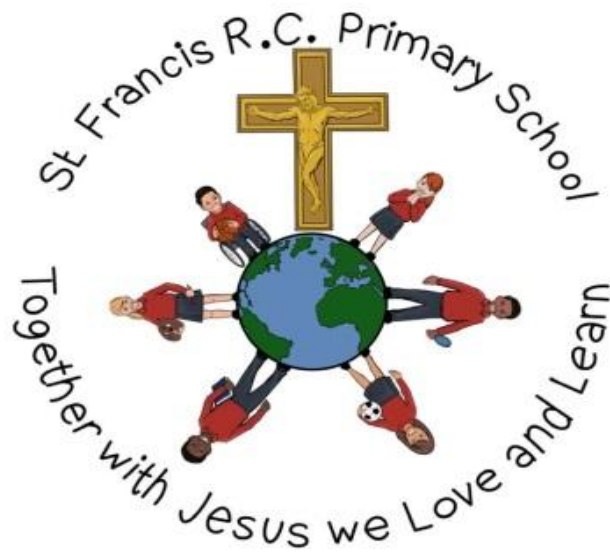


St Francis R.C Primary School



Charging and Remit Policy

2025- 2026

1. INTRODUCTION

- 1.1 This policy has been developed 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 developed 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 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.
- 1.5 This policy will be reviewed annually.

1.6 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;
- 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.

Schools and local authorities may charge for:

- music tuition, in limited circumstances;
- optional extras;
- any materials, books, instruments or equipment, where the child's parent wishes for him / her or the child to own them.

2. CHARGING FOR SCHOOL ACTIVITIES

- 2.1 The Governing Body may charge for activities outside school session time. All charges or requests for voluntary contributions must comply with the law.
- 2.2 The Governing Body may ask for voluntary contributions for school activities that are either wholly or mainly in the school session time and incur a cost to the school that is over and above the normal day to day expenditure. Parents

must be aware that if sufficient donations are not received the activity will be cancelled.

2.3 Education during school hours

- 2.3.1 Where an activity is part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education, then charges may not be made for tuition, materials or transport. This includes out of school activities, and transport to swimming or other sports facilities.
- 2.3.2 No charge will be made for materials to be used in lessons, although a charge may be levied if parents have indicated in advance that they wish to own a finished article. Any charge will not exceed the cost of materials. The parent must know the charge for the product in advance. Alternatively, the parent may be required to provide the materials in question.
- 2.3.3 The only area of school curricular provision for which a charge may be made is instrumental music tuition for individual pupils or pupils in groups of up to four where that tuition does not form part of the National Curriculum or of a public examination syllabus being followed by a pupil.
- 2.3.4 'School hours' are those in which the school is actually in session, not the break in the middle of the day.
- 2.3.5 A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school's permission for their absence from school, just as they would if they wanted to take their child out of school for a family holiday. The Headteacher and Governing Body will decide whether this is in the pupil's best interest. When doing so they must also bear in mind the requirements of the Regulation 7 of the Education (Pupil Registration) (Wales) Regulations 2010 ("the 2010 Regulations") that a pupil should not be allowed more than ten school days' absence in any year unless there are exceptional circumstances.
- 2.3.6 However, where an activity is organised by a third party and is approved by the school, is educational or is supervised by someone authorised by the school, then it should be treated as if it were provided by the school and no charge should be made to the parents or pupils. Such an activity, if it takes place outside the school premises, is an "approved educational activity" within the meaning of Regulation 6 of the 2010 Regulations.
- 2.3.7 An "approved educational activity" is defined as:
- (a) an activity which takes place outside the school premises and which is:

(i) approved by a person authorised in that behalf by the proprietor of the school;

(ii) of an educational nature, including work experience under section 560 of the 1996 Act and a sporting activity; and

(iii) supervised by a person authorised in that behalf by the proprietor or the Headteacher of the school.

(b) attendance at another school at which the pupil is a registered pupil; or

(a) attendance on a course of study within the local curriculum at a place other than the school.

2.4 Public Examinations

2.4.1 No charge can be made for entry to public examinations where the pupil is being prepared for entry to the examination by the school. No charge is to be made for any books, materials, instruments, equipment or trips required for the purpose of the examination.

2.4.2 The cost of the examination entry may be passed to parents/carers only:

- If a pupil is entered for an examination for which he/she has not been prepared by the school;
- If the examination is not on the set list but the school arranges for the pupil to take it;
- If a pupil fails without good reason to attend the examination or to complete the requirements of a public examination (i.e. submit coursework) where the Governing Body or LA originally paid or agreed to pay the entry fee.

2.5 Education partly during school hours

2.5.1 Sometimes an activity may happen partly during and partly outside school hours. If an activity happens, including *"connected travelling time", partly during and partly outside school hours, it counts as taking place entirely in school hours if at least 50% takes place in school hours. No charge may be made for this activity in these circumstances. However voluntary donations maybe requested.

*"Connected travelling time" means time spent during school hours by the children taking part in the educational activity in question in getting to or from the place where the activity takes place.

2.5.2 However, a trip that involves leaving school an hour or so earlier than usual in the afternoon but went on late in the evening, would be classed as taking place outside school hours. A charge can then be made, but only if the activities are not a part of the National Curriculum, not part of the syllabus for a prescribed

public examination that the pupil is being prepared for at the school, and not part of religious education.

2.6 Education outside school hours

2.6.1 An activity that takes place outside school hours cannot be charged for if it is not part of the syllabus of a prescribed examination that the pupil is being prepared for at the school or is required to fulfil statutory duties relating to the National Curriculum or to religious education. Any other activity which takes place wholly or mainly outside school hours, before school, after school and residential, is defined as an 'optional extra' activity and can be charged for.

2.7 School visits

2.7.1 Schools may not charge 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; or
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

However Schools may request voluntary donations from parents to cover costs of fieldwork/ Educational visits. Schools also reserve the right to cancel should sufficient donations not be received to cover costs.

2.7.2 Schools may charge for the actual cost of board and lodging for residential trips.

2.7.3 A visit counts as falling within school time if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit. Each school day is divided into two sessions and each 24-hour period is divided into two half days beginning at noon and at midnight.

2.7.4 A visit from noon on Wednesday to 9pm on Sunday would count as nine half days, including five school sessions. This visit is deemed as taking place in school hours.

2.7.5 A visit from noon on Thursday to 9pm on Sunday would count as seven half days including three school sessions. The visit is deemed as taking place outside school hours. If 50% or more of a half day is spent on a residential trip, the whole of the half day should be treated as spent on the trip.

2.7.6 Parents of pupils wishing to take part in residential visits falling in school time and who can prove that they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- (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 for 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 HMRC) 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.

3. 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.

Charges will also be made for Residential visits taking place outside school hours.

(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**

4. 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.

Parents accessing the following benefits should contact the Headteacher should they experience difficulties in paying for Educational visits.

- (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 for 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 HMRC) 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 will:

- Remit 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.

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.

5. VOLUNTARY CONTRIBUTIONS

Parents will be invited to make a voluntary contribution for the following:

- (a) Travel
- (b) External providers e.g. theatre groups where there is a cost to the school
- (c) Educational Visits
- (d) Healthy Snacks – Fruit Trolley (Optional)
- (e) Foundation Phase Funds (to replace disposable items)
- (f) Fundraising Events – non uniform days.

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 is 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 will depend upon voluntary contributions- should sufficient donations not be received the event/ activity will be cancelled.**
- 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 fund:

- Entry Fees
- Transport to the venue and returning home.
- Workshops (Occasionally)

6. CHARGING FOR USE OF SCHOOL PREMISES

- 6.1 The Governing Body at St Francis control the use of the school premises, both during and outside the school day. They recognise the importance of making facilities available for community use outside the school day and also have regard for the rules set by Cardiff Local Authority – Education. It is their wish that any lettings must not detract from the normal running of the school, or compromise the security of the pupils, staff or school.
- 6.2 The Governing Body Finance Committee review and set charges for the use of school premises on an annual basis. Their decisions are shared with the whole Governing Body.
- 6.3 The Governing Body does not use delegated budget to subsidise non-school activities. However, Governors may charge some organisations more so that the extra funds can be used to subsidise other users. Overall, community use must at least cover its own costs. Charges set cover the cost of opening the school, including the cost of caretaker time and utilities (such as lighting and heating).
- 6.4 As a Voluntary Aided School Income from lettings of the school premises or field should be retained by the school for its own use.

6.5 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.

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

- For the use of the school hall: £27.00 per hour (including the use of the Year 4 toilets.)
- For the use of the school field £27.00 per hour for a minimum hire of 2 hours.

- For opening the school £10.00 per hour (weekdays)
- £15.00 per hour (Saturday)
- £20.00 per hour (Sunday)

- For closing the school £10.00 per hour (weekdays)
- £15.00 per hour (Saturday)
- £20.00 per hour (Sunday)
- All Lettings to end no later than 10pm.

6.7 Lettings will be subject to conditions. This includes the need for any association, body, group, organisation or club (sporting or otherwise) to have in place their own Public Liability insurance at the required minimum level of £5m of liability, prior to the hire of the facilities. In addition, Governing Bodies are not be responsible for any losses or damage arising out of the letting and hirers should indemnify the school for such damage or loss.

6.8 Lettings are arranged through the school. All necessary documentation is available on the school web site and income is deposited into the School Budget.

- The hirer must complete an application form prior to the school accepting the booking;
- The school must agree the conditions of hire with the hirer;
- Hirers must sign and return the hire agreement, agreeing to the conditions of hire.

6.9 The terms of a hire agreement must make it clear that the hirer will not have "exclusive" possession of any area of the school at any time. In that respect, the terms should provide that the hirer shall not impede the school's right to use its premises and that the hired area may be changed at any time at the school's discretion. If the school wishes to grant "exclusive" possession of an area then it should take legal advice before entering into an agreement. The arrangement may well be business tenancy and unless the hirer's statutory

rights are excluded, the school will have difficulty in terminating the arrangement.

- 6.10 When hiring out part of a school building, measures are taken to ensure that the rest of the building is fully secured e.g. zoned burglar alarms. Key-holding arrangements, as outlined in the school's emergency procedures, should remain in force when hiring out school premises.

7 COLLECTION OF DEBTS

- 7.1 Income must be collected in full for all lettings of the school premises and VAT should be accounted for on all non-regular sports lettings.
- 7.2 Invoices raised should be raised promptly and signed by Headteacher or authorised senior officer prior to being issued to the debtor. An authorised copy of the invoice should be retained at the school.
- 7.3 All invoices should be recorded correctly (either on SIMS or another accounting package designed for lettings) and reconciled to income received on a regular basis. The Headteacher is responsible for the collection of all income for lettings arranged by the school and the Governing Body should consider whether to establish a bad debt provision for debts that are not paid.

8. CHARGING FOR SCHOOL MEALS AND MILK

- 8.1 The LA must provide a free meal in the middle of the day for pupils whose parents receive certain benefits, such as income support and income-based Jobseeker's Allowance. Any families in receipt of Working Tax Credit do not qualify. Children who receive Income Support or income-based Job Seeker's Allowance in their own right qualify for free meals as well.
- 8.2 Neither the LA nor the Governing Body has the power to provide free meals to any other pupil.
- 8.3 Parents wishing to claim for free meals for their child(ren) must complete an application form and submit it to the Chief Education Officer each year. The entitlement to receive free meals starts when the application is agreed, and cannot be backdated.
- 8.4 The LA and schools do not have to offer milk to pupils. Where it is offered, it must be free to pupils of parents on income support or receiving income-based Jobseeker's Allowance. European Union subsidy rules allow LAs and schools to offer nursery and primary school pupils a maximum of 250 ml of subsidised milk per day.
- 8.5 Nursery and children under 5 are eligible for free school milk under a government initiative (the Welfare Food Scheme).

8.6 In Cardiff, free milk is only supplied to the following pupils:

- All children under five
- Children under the age of seven who would normally be entitled to free meals
- All pupils in the Foundation Phase.

9. OTHER CHARGES

9.1 Governing Bodies may levy other charges, which will be subject to VAT regulations where applicable. These charges should be reviewed annually. Such charges include:

- Private photocopying / telephone calls.
- Income from sales (non-profit-making) - some goods may be purchased through the school for the convenience of parents, pupils or teachers. Schools should not seek to make a profit from these sales. Goods in this category could include books, educational consumables, etc.
- Income from sales (profit-making) - some goods will be sold through the school with the intention of making a profit and thus raising money for the school. Goods in this category could include school photographs, bring and buy items, etc, which may be subject to VAT. This income may be paid into the school's unofficial fund.
- Income from donations - from time to time, schools may seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donation will be used. This income may be paid into the school's unofficial fund.

Date of policy approval: November 2020

Date of policy review: November 2021

Policy approved: (Chairperson of Governing Body)

Sample letter 1

Voluntary donation for Trip/Visit/Practical Activity

Dear Parents,

[child's name/year/subject]

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.

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 complete the reply slip below and return it with your donation in an envelope marked with your child's name, form and 'school donation' to the school office by **[date]**.

Cheques should be made payable to **[name]**.

Thank you very much for your support.

Yours sincerely

[name]

Sample Letter 2

Dear Parents,

[child's name/year/subject]

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 complete the reply slip below and return it with your payment in an envelope marked with your child's name, form and name of 'trip/visit/practical activity' to the school office by **[date]**. Cheques should be made payable to **[name]**.

Thank you very much for your support.

Yours sincerely
[name]

Sample Letter 3

Residential Trips

Dear Parents,

[child's name/year/subject]

The school is organising a 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 ask parents who receive the following benefits to make a payment **[insert list of benefits]**. If you receive any of these, please 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

[name]