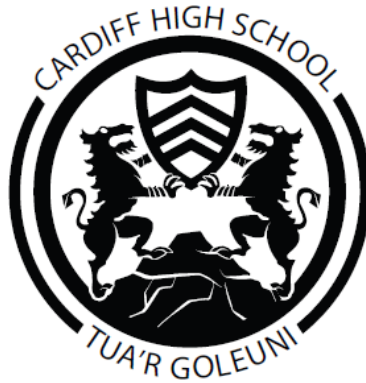


CARDIFF HIGH SCHOOL



# Charging for School Activities

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## Policy 1.5

## **CARDIFF HIGH SCHOOL**

### **CHARGING FOR SCHOOL ACTIVITIES**

#### **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 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 the 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 The policy will be reviewed annually.

#### **2.0 Charges to Pupils**

##### 2.1 Circumstances where no charge is made:-

- 2.1.1 The Governing Body of Cardiff High School recognizes 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 pupil 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 prepared for at the school, or part of religious education.
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school
- Transport provided in connection with an educational visit which is part of the National Curriculum.

## **2.2 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: -

### **2.2.1 Education**

- 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.
- 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.

### **2.2.2 Music tuition**

- Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the National Curriculum or a public examination syllabus being followed by the pupil.

### **2.2.3 Transport**

- 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.

### **2.2.4 Examination Fees**

- 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.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee.
- 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.

#### 2.2.5 Board and Lodgings

- 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 are exempt from paying the cost of board and lodging - please see 2.3 Remissions below).

#### 2.2.6 Uniform, P.E. Kit, Calculators, Pens etc. Aprons

- Parents are asked to equip their child with items of personal equipment intended to be used solely by their child.

#### 2.2.7 Breakages and Damage

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

### 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 V1 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 £16,190 (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

## 2.4 Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.

The terms of any request made to parents will specify that the request in no way represent a charge. In addition, voluntary contributions are made with the understanding 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.

The responsibility for determining the level of voluntary contribution is delegated to the Heateacher. 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.

## 3. **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 costs of opening the school, including the cost of estates time and utilities.
- 3.2 A full list of current charges is attached as Appendix A and will be reviewed regularly.

Date of policy approval: .....

Date of policy review .....

Policy Approved by ..... (Chair of Governors)

**APPENDIX A**

**Charges for the hire of School Premises.**

**Hire Cost Per Hour – External Lettings**

3G Astro Turf Pitch	<b>1/2 Pitch £ 47.50ph / Full Pitch £90</b>
Front Astro Turf Pitch	<b>£ 30</b>
Sports Hall	<b>£ 32</b>
Neuadd Celyn	<b>£ 30</b>
Gym	<b>£ 25</b>
Dance Studio	<b>£ 25</b>
Classroom	<b>£ 10</b>

**Charges for 2021/22 Academic Year – to be reviewed annually.**