Charging and Remissions Policy

Introduction

All staff and governors are committed to ensuring equality of opportunity and fairness in all areas of school life and to valuing the diversity of our colleagues, pupils and people living within our local communities.

It is this commitment which lies at the heart of our aim of providing an environment that is committed to including and encouraging all pupils, parent and colleagues to reach their full potential regardless of disability, race, sex, age, religion or belief, sexual orientation and gender reassignment, social or educational background or family/care responsibilities.

We are also determined to create a school environment which supports our vision and values and which is free from any form of discrimination, harassment or bullying and within which all individuals are treated with respect, fairness and courtesy.

Purpose of Policy

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

Eligible Free School Meal Pupils (eFSM):

Currently one of the priorities of the Welsh Government is to reduce the impact of poverty on pupils' outcomes. Extra-curricular activities and activities that enrich the curriculum have been shown to benefit the wellbeing of eFSM pupils. Consequently, governors have decided that pupils in receipt of free school meals will not be charged for group peripatetic music lessons and the school will ask for a contribution towards extra-curricular activities and individual peripatetic music lessons. This will be reviewed annually in the light of subsequent changes to the budget

Circumstances where no charge is made:

No charge will be made for:

1. Education provided wholly or mainly during school hours:

    a. Activities which are part of the Curriculum
    . The supply of any materials, books and instruments or other equipment

2. Transport

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

b. Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.

Extracurricular Visits

a. Education provided on any visit that takes place during school hours.

b. Education provided on any visit that takes place outside school hours if it is part of the Curriculum.

c. Supply teachers to cover for those teachers who are absent from school;

d. Accompanying pupils on a residential visit.

Music Tuition

a. Children learning to play musical instruments as part of the Curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school

b. Cost associated with preparing a pupil for an examination as part of the curriculum.

Circumstances where the school may charge parents

Optional Extras

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:-

1. Education

a. Activities which take place mainly or wholly out of school time if they are not part of the Curriculum and not part of religious education.

b. 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. Music Tuition

Musical instrument tuition if the teaching of music tuition is not part of the Curriculum or a public examination syllabus being followed by the pupil.

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.

4. Board and Lodgings

The cost of board and lodging for residential trips, even when taking place largely during school time.

Voluntary Contributions

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

Parents/Carers should note that when requests for voluntary contributions are made then:-

° 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;

° 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.

Remissions

Governors have agreed that pupils who are eFSM will be entitled to a contribution of the cost of the residential trips to Llangrannog and Maes y Fron in Years 5 and 6. Pupils who are not eFSM will be considered for financial support on a case by case basis.

Supplementary Information

Uniform, P.E. Kit, Calculators, Basic writing implements

Pre-loved uniform is available in the Neuadd Fach for all pupils.

Parents will be invited to equip their child with items of personal equipment intended to be used solely by their child.

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 will be dealt with at the school's discretion.

Charging for the use of School Premises

The school budget cannot be used to subsidise non-school activities. Community use of the school will 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, cleaning and energy. Charging for the following academic year (2025- 2026) will be reviewed in the Spring Term 2025 and applied from the start of September 2025. Governors have agreed that for the foreseeable future lettings will be considered on weekday evenings Monday- Thursday between the hours of 6pm-9pm.

Internet research carried out in Sept 2024 indicates that the pricing policy is in line with national averages:

"The cost of hiring a school hall varies based on factors like location, size, and the type of event. For example, in urban areas such as London, hiring a large school sports hall typically starts at around £50 per hour. Prices can be more affordable than other venues, often 20-50% cheaper than hiring leisure centres or private studios.

Conditions for renting usually include restrictions on the type of activities, the duration of the booking, and possible discounts for long-term hires. Some venues offer amenities like parking, sound systems,

and staging for events, and deposits may be required. Each school may also have unique terms regarding cancellations, insurance, and usage." (School Space)(School Hire Solutions)

The charges to be levied for the hire of school premises (from Sep 2024) are:

Community groups	**£22:00** per hour **(minimum cost £33)** + VAT for the large hall, MUGA or Community room
	£16.50 per hour (minimum cost £24) +VAT for the small hall
	£5.50 per hour kitchen(First Floor Only)

Community groups that directly benefit the children from Ysgol Hamadryad Primary may be entitled to a discount.

There will be no charge to the school budget for extra curricular activities or school related to meetings such as parents, school association. Classrooms will not be let out.

Initially agreed and adopted by the Governing Body:

Reviewed and amended by governors annually:

Chair of Governors: Huw Williams

Headteacher: Ceri Morgan

Date: 6.10.2025

Key terms and conditions

1. Booking Process:

All bookings must be made in writing. The hirer must be 18 years or older, and the school reserves the right to accept or reject applications.

2. Payments:

A deposit may be required. Full payment should be made before the event date.

3. Cancellation:

The school reserves the right to cancel with notice, and the hirer may cancel within a set period for a refund.

4. Usage:

Facilities must only be used for the agreed purpose, with no subletting allowed. The hirer is responsible for ensuring safety, adhering to fire regulations, and securing relevant insurance (copies of which must be provided prior to hiring).

A familiarisation and fire safety walkthrough must booked through the Estates Manager prior to the hiring.

5. Damage & Cleanliness:

The hirer will be liable for any damage to the property and must leave the premises clean. (There will be an additional cleaning charge dependent on the time needed to clean.)

6. Supervision & Security:

Appropriate supervision and security measures should be maintained during the hire.

BOOKING CHECKLIST

Booking Checklist for Charging and Remissions Policy (Ysgol Hamadryad Primary School)

1. Initial Inquiry and Communication

- Ensure all booking enquiries are in writing.
- Confirm the hirer is at least 18 years old.
- Clarify the purpose of the booking (e.g., community group, extracurricular activity).

2. Availability Check

- Confirm the availability of the required facilities (large hall, small hall, kitchen, MUGA, etc.).
- Verify the requested time slot aligns with available weekday evenings (Monday-Thursday, 6pm-9pm) or weekends, if applicable.

3. Charges & Pricing

- Review and confirm the applicable hourly rates:
    - Large Hall/MUGA/Community Room: £22.00/hour (minimum £33) + VAT
    - Small Hall: £16.50/hour (minimum £24) + VAT
    - Kitchen (First Floor): £5.50/hour
- Check if the community group qualifies for a discount (i.e., if they benefit Ysgol Hamadryad children).
- Include VAT and any potential discounts in the final charge.

4. Terms and Conditions Agreement

- Send the hirer the terms and conditions for review and signature.
    - Deposit: Check if a deposit is required.
    - Full Payment: Ensure full payment is made before the event date.
    - Cancellation Policy: Confirm if the hirer understands the cancellation policy and potential refunds.

5. Required Documentation

- Obtain a copy of the hirer's insurance (if applicable) prior to the event.
- Schedule a familiarisation and fire safety walkthrough with the Estates Manager.

6. Confirmation and Booking Details

- Provide a written confirmation of the booking, detailing:

- Date and time of the event.
- Facilities booked (e.g., large hall, small hall, kitchen).
- Final costs (including VAT).
- Contact information of the school in case of any changes.

7. Supervision, Security, and Safety

- Ensure appropriate supervision and security measures will be in place during the hire.
- Ensure the hirer understands the fire safety regulations.
- Verify that the premises will be used only for the agreed purpose.

8. After the Event

- Check the premises for any damages or cleanliness issues.
- Apply any additional cleaning or damage charges if necessary.
- Ensure the premises are left secure.

9. Follow-Up

- Issue receipts and documentation of payment.
- If applicable, handle the return of any deposits.

10. Review and Adjustments

- Annually review the pricing and conditions based on budget and policy updates.

Crewyd - Tachwedd 2024 / November 2024

Reviewed - October 6th 2025 (1)

Reviewed - October 5th 2026 (2)

Signed:

E.Pemberton (5.10.2026) (Chair of Governors)

C.Morgan (5.10.2026) (Head teacher)

Review Date - October 2027