# Charging and Remission Policy

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| **Date** | **July 2022** | |
| **Review Date** | **May 2023** | |
| **Chair of Governors** | **Mr K Lewis** | _____ |
| **Headteacher** | **Ms L Morris** | _____ |

## 1. Introduction

1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional.

1.2 This policy sets out those items which the school will provide free of charge and those items where they may be a charge at Ysgol Nantgwyn. It has been agreed by the governing body, headteacher and local authority.

1.3 The policy will be reviewed regularly and any necessary amendments will be the subject of further consultation with staff members.

1.4 Staff should read and use this policy in conjunction with the staff handbook.

1.6 The school day is defined as: 8.00am to 3.30pm, extended Community provision is from 3.30pm to 10.00pm, Monday to Friday.

1.7 The lunch break does not form part of the school day but is used for wider activities.

## 2. Policy statement

2.1 During the school day all activities that are a necessary part of the curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It may exclude charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

2.2 There will be no charge for any activity that is an essential part of the specification for an approved examination. Please note that the clarification on examination charges can be found in our examination entry policy.

2.3 Voluntary contributions may be sought for activities during and after the school day which entail additional costs, for example field trips and community trips.

*Extract from prospectus:*

*Charging and Remissions*

*All education during school hours is free. We do not charge for any activity undertaken as part of the school curriculum with the exception of individual or group music tuition.*

*Voluntary Contributions*

*When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to voluntarily contribute to the cost of the trip.*

*However, if we do not receive sufficient voluntary contributions, we may cancel a trip.*

## 3. Optional activities outside of the school day

3.1 We may charge for optional, extra activities provided, for example a *theatre visit.* Such activities may enhance the curriculum but are not necessary for its completion. Where we wish to charge we will tell parents/carers in advance.

## 4. Optional Extras

4.1 Charges will be made for some activities known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

* Education provided outside of school time that is not:

  a. Part of the curriculum;

  b. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

  c. Part of religious education.

* Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school; and,

* Board and lodging for a pupil on a residential visit.

Participation in any optional extra activity will be on the basis of parental/guardian/carer choice.

## 5. Music Tuition

5.1 Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

5.2 Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not part of the curriculum.

5.3 In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

5.4 Charging rates for music tuition are reviewed each academic year.

## 6. Hire of Premises

6.1 The hire of the premises is subject to the completion of the relevant hire forms and agreement to terms and conditions (see Appendix I)

## 7. Free School Meals

7.1 Free school meals are available to children whose parents or guardians are currently receiving one of the following benefits:

- Child Tax Credit.
- Income Support (with responsibility for children)
- Income Based Job Seekers Allowance (with responsibility for children)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Pupils who receive Income Support or Income Based Job Seekers Allowance in their own right are also eligible to receive Free School meals.
- Employment Support Allowance (Income Related) (ESA(IR)).

7.2 To support your application you may need to provide one of the following as evidence.

- A copy of the page called "How your Income Support/Job Seeker's Allowance is worked out" from a recent letter. If you do not have this, please contact your local Benefits Agency.
- Your Current Tax Award Notice. If you do not have this, contact the Inland Revenue Helpline on Tel: 0845 300 3900
- A copy of the Pension Credit Award notice (M1000) or Child Tax Credit Notice (TC602)
- Asylum seekers need the NASS Reference Number to confirm entitlement

However, if you are currently in receipt of Housing/Council Tax Benefit then we will already have evidence of your income held on record, so there will be no need to supply the information unless we ask for it.

**8. Applying for free school meals**

8.1 If you would like to claim free school meals for your children you must complete an application form https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/Freeschoolmeals.aspx

**9. School clothing grant and allowance**

9.1 Once you are entitled to a free school meal you could automatically qualify for a school clothing grant however, this is a contribution towards school uniform and the value will vary depending on the school's budget allocation.

E-mailing: FreeschoolmealsEnquiries@rctcbc.gov.uk
Calling: 01443 681081

Writing: Benefit Section, Bronwydd House, Porth. CF39 9DL

Welsh Government also distribute a PDG access grant. This is issued individually required parents / carers to apply and receive the money directly in July each year.

**Appendix I: Hire of premises**

**For the financial year 2022-2023, rates will be charged at:-**

| | **Cost per hour** | **Weekend/Holidays** (2 hour minimum booking depending on availability) |
|---|---|---|
| **Muga** | £22.00 | £28.00 p/h |
| **Changing Rooms** | £10.00 | £15.00 p/h |
| **Sports Hall** | £29.00 | £34.00 p/h |
| **Main Hall** | £17.00 | £22.00 p/h |
| **Classrooms** | £14.00 | £19.00 p/h |
| **ICT Suites** | £22.00 | £22.00 p/h |
| **Drama Studio** | £17.00 | £22.00 p/h |
| **Conference Office** | £17.00 | £22.00 p/h |
| **Conference Space** | £17.00 | £22.00 p/h |

The 3G pitch on the school site is now controlled and hired out by RCTCBC. More information available at : https://www.rctcbc.gov.uk/EN/Resident/SportsandLeisure/Sportspitchesandcourts/Sportspitchesandcourts.aspx.

| School Facilities Booking Form | | |
|---|---|---|
| Name of Organisation: | | |
| Hirer's Nam: | | |
| Hirer's Address: | | |
| Postcode: | | |
| Telephone Numbers : | 1. | 2. |
| E mail address: | | |
| | | |
| BOOKING / EVENT DETAILS | | |
| Event Title : | | |
| Day/s: | | |
| Dates | From: | To: |
| Access Time | | |
| Start Time | | |
| Finish Time | | |
| Exit Time | | |
| Estimated numbers participating: | Adults | Children |
| If applicable, please supply the entrance / participation fee you intend to charge : | | |
| Facility requirements | Costs | Total |
| Muga | | |
| Sports Hall | | |
| Main Hall | | |
| Classrooms | | |
| ICT Suites | | |
| Drama Studio | | |
| Conference Office | | |

| | | |
|---|---|---|
| **Conference Space** | | |
| **Additional Details/Requirements** | | |

| **Payment Details** | |
|---|---|
| Should you require an invoice to be sent to the organisation please insert details here : | Name<br>Address<br>Postcode<br>Telephone Number<br>E Mail |
| Cheques should be made payable to: | Ysgol Nantgwyn |
| BACS Transfer to: | |
| **Rhondda Cynon Taff Council Internal Bookings**<br><br>In order for internal bookings to be processed it is necessary for the following information to be provided. | |
| **Cost Code:** | |

**DECLARATION**

*I hereby acknowledge receipt of "Conditions of Hire" governing the hire of facilities and hereby undertake to abide by and conform to the same and to observe the directions given in pursuance thereof in the event of this application being granted. I further agree that this application form, the said "Conditions of Hire" and a letter of confirmation under the hand of the Manager shall form a contract between myself and the Council upon the terms set out in such documents. The completion of this form does not guarantee the booking applied for.*

***NB: A booking does not exist until the Hirer has received confirmation***
*(No person under the age of 18 may sign this form)*

Signed : _____ Date : _____

Please return to : Business Manager , Ysgol Nantgwyn Llewellyn Street, Penygraig, Tonypandy, CF40 1HQ

**FOR OFFICIAL USE ONLY**

| | | |
|---|---|---|
| Hire Charge : | | |
| Catering Charge : | | |
| Total Charge : | | |
| Confirmation sent by : | | **Date:** |
| Additional Notes : | | |

**Ysgol Nantgwyn**
**CONDITIONS FOR THE HIRE OF SPORTS AND LEISURE FACILITIES**

The hirer's attention is drawn to these conditions especially to Condition 3(b), 5(b) and 12.

**1. DEFINITIONS**

(a) 'Hirer' means the person signing the application form for the hire of accommodation and/or facilities. Where a promoting organisation is named in the application for hire the organisation shall also be considered the hirer and shall be jointly and severally liable hereon with the person who signs the form.

(b) 'Council' means RCT County Borough Council.

(c) 'Manager' means the Manager of the facility or any person acting on his behalf.

(d) 'Function' means the event for which the facilities are hired.

**2. APPLICATIONS FOR HIRE** – Application for the hire of facilities must be made in writing on the official application form. The Council reserves the right to refuse any application without stating a reason for so doing. The Council also reserves the right to cancel any hiring in the event of it appearing that the hirer intends to use the facilities for any purpose other than the purpose specified in the form of application for hiring. The facilities will not be deemed to be hired until after the applicant has been notified in writing by the Council to that effect and any necessary deposit paid.

**3. CHARGES**

(a) The charges for hiring shall be in accordance with the scale of charges made by the Council, save that any application not coming within the scale will be charged at a rate to be determined by the Manager. The hirer shall pay the hiring charge to the Council, in one payment or in instalments and at such time or times as shall be required by the Council and notified to the hirer by the Council at the time when the application is accepted.

(b) **Where an application for hire is accepted by the Council more than six months before the date of the hiring, such acceptance is subject to a condition that the Council shall have the right to alter the charge payable for the hiring, or any of the other terms and conditions of hire, upon giving notice to the hirer not less than six months before the date of hiring. In the event of such notice being given, the hirer may, within one month of the date of such notice, cancel the booking and the whole of any hiring charge paid by him shall be refunded by the Council.**

**4. PROHIBITION OF SUB-LETTING** – The hirer shall not sub-let the facilities or any part of the facilities without prior consent in writing of the Manager whose decision will be final.

**5. CANCELLATION**

(a) **By Hirer** – All applications for cancellation shall be made in writing to the Manager. The booking will not be deemed to be cancelled until after the applicant has been notified by

the Manager to that effect. No part of any hiring charges already paid shall be returnable to the hirer save at the entire discretion of the Council and the Council shall be entitled to require the payment of the whole of the hiring charge in respect of any hiring which is cancelled by the hirer less than seven days before the date on which the hiring is to take place.

(b) **By Council – The Council reserves the right to cancel any hiring at any time if the cancellation is as a result of reasons beyond its control, it shall not incur any liability for any breach of contract. Any charges paid by the hirer will be refunded to him by the Council in the event of any such cancellation but the Council will not be responsible or be liable for any other expenses incurred by the hirer either directly or indirectly resulting from such cancellation.**

**6. DAMAGE, LOSS AND INJURY**

(a) Unless due to any act, omission or negligence on the part of the Council or of its servants or agents the hirer shall be responsible for and shall pay to the Council on demand the amount of any damage done or occasioned to the facility or to the fixtures, fittings, apparatus, equipment, furniture or other contents thereof in the course of the hiring.

(b) Unless due to any act, omission or negligence on the part of the Council or of its servants or agents, the Council shall not be responsible for any loss of, or damage to, the hirer, any other person, or any loss or damage to any property of any person or persons resorting to the facility during the period of hire arising from any cause whatsoever.

(c) The hirer shall indemnify the Council against any claim that may arise or which may be made by any person resorting to the facility during the period of hire in respect of any such loss or damage to persons or property.

**7. MAINTENANCE OF GOOD ORDER** – The hirer shall at all times be responsible for the maintenance of good order and ensure that no gaming or unlawful act is permitted during the function and shall secure that no undesirable person is permitted to enter or remain in the accommodation hired or otherwise make use of the facilities hired. At the request of the Manager, the hirer shall remove or cause to be removed any person from the accommodation hired. The hirer must provide, at his own expense, stewards of such a manner as is necessary for the proper conduct of the function. (No staff will be provided by the Council except by special arrangement).

**8. COPYRIGHT**

(a) The hirer shall indemnify the Council against all claims, demands, actions and proceedings in respect of any infringement of copyright or as a result of any unauthorised performance or by the use of the record apparatus or contrivance at the facility by himself or his agents.

(b) In the event of the hirer using any gramophone records, tape recordings or other equipment at the function, the hirer shall be responsible for the payment of any fees which may thereby become due to the Phonographic Performance Limited or the Performing Rights Society Limited, or any other person, and shall indemnify the Council against any

claim or liability arising therefrom.

**9. CATERING**

(a) Arrangements with regard to catering and intoxicating liquor must be made with the Manager as far in advance of the function as possible. Final arrangements must be made at least 48 hours before the function and any adjustments to numbers made at this time. The hirer shall be liable to pay the agreed charge per head for all numbers notified 48 hours before the function.

(b) No hirer shall sell or allow to be sold on the premises any refreshments, tobacco or goods of any description without the express consent of the Manager in writing beforehand and subject to the terms of any such consent.

**10. ALTERATIONS, FITTINGS AND DECORATIONS** – No alterations or additions shall be made by the hirer to the lighting, heating, seating, gangways, fittings, fixtures or other arrangements in the facility, nor shall he provide any decorations, flags, emblems or posters without the consent of the Council. No electrical wiring or electrical equipment or apparatus of any kind shall be placed in any part of the facility without the previous consent of the Manager. The hirer shall not bring into the facility any furniture, fittings, temporary erections, plant or equipment, except with the permission of the Manager, and no nails, screws or similar fastenings will be permitted to be fixed to any part of the building.

**11. PREMISES** – The hirer shall ensure that the accommodation hired is completely vacated and left in a tidy and orderly condition at the end of the period of hire.

**12. PARKING OF VEHICLES – Under no circumstances will the Council accept any responsibility for the loss or damage to any vehicle, or any article left therein of thereon which, in connection with the function, may be brought or left within the precincts of the facility.**

**13. BROADCASTING** – The hirer must not transmit or broadcast or permit to be transmitted or broadcast by telegraph, telephone, wireless or any other means, any function except with the previous consent of the Manager. If arrangements are to be made for broadcasting, relaying or televising any function, the consent of the Council must first be obtained, and the Council reserves the right to take part in any negotiations, to be a party to the terms and conditions or any agreement reached, and to share in any income and publicity derived therefrom.

**14. LIMITATION OF NUMBERS** – In all cases where the Manager considers it to be necessary to fix a limit on the numbers to be admitted, the hirer shall not admit a greater number of persons than specified by the Manager.

**15. PHOTOGRAPHY** – No photograph or cinemagraph film may be taken in the facility for commercial purposes or press or public reproduction without the consent of the Manager.

**16. CINEMATOGRAPH EXHIBITIONS** – No cinematograph exhibition shall be given in the facility without the written consent of the Manager and any such exhibition, if approved, will be

subject to the provisions of the Cinematograph Acts 1909 and 1952. The hirer shall indemnify the Council in all respects in the event of a claim being made against the Council for any contravention.

**17.** **ADVERTISING** – All posters and handbills advertising functions in the facility must be of a good standard and be approved by the Manager before being exhibited or distributed. Hirers shall advise the Manager if they require assistance with advertising facilities or tickets.

**18.** **FLYPOSTING** – The attention of the hirer is drawn to the Town and Country Planning (Control of Advertisement) Regulations 1969 under which it is an offence punishable by fine or conviction, to display an advertisement (other than of the limited categories set out in the Regulations) on any land or building without the consent of the local planning authority.

**19.** **EXITS AND GANGWAYS** – Under no circumstances must any fire exits and gangways be impeded or blocked by chairs, tables or any other equipment.

**20.** **DOGS** – With the exception of guide dogs, no dogs or any other animals shall be brought into or allowed to enter the facility unless the express permission of the Manager has been obtained beforehand.

**21.** **ALCOHOL AND SMOKING** - The premises does not allow the sale or consumption of alcohol, smoking or vaping. Any hirer who has patrons breaching these conditions will be subject to a penalty notice and fine.

**22.** **TIMES** – The event for which any of the facility is hired shall commence and end at such times as may have been agreed beforehand between the Hirer and the Manager, The proposed times of commencement and ending shall be stated in the application form and are to include preparation and clearing time.

**23.** **TERMINATION** – Upon the breach of these conditions by the hirer the Manager may terminate the hiring forthwith both as to the hiring on the occasion of the said breach and as to any future hiring's by the same hirer, and if the period of hiring has not expired on the breach the hirer shall be liable to pay the Council the full amount payable under these conditions.

**Workload Impact Assessment**

| **Policy name:** | **Accessibility Plan** |
|---|---|
| **Date of assessment:** | |
| **Assessed by:** | |

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| The policy complies with and is consistent with the teachers' contractual entitlements. |
| The policy and any related procedures were introduced following full consultation with the each union. |
| The policy and any related procedures include a specific statement regarding workload impact. |
| The policy has been piloted/trailed/evaluated to enable an assessment of workload impact to be made. |
| The impact of the policy and related procedures is that they have not added additional hours of working |
| The policy does not duplicate any other existing policy. |
| All policy has been reviewed in order to access whether any outdated and unnecessary. |
| The College has identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment. |
| Implementation of this policy will not result in any additional meetings/activities that have not been identified within the College calendar, published and revised in consultation with the Unions. |
| All staff (including the headteacher) have had training to ensure that the policy and any related procedures are carried out without increasing workload burdens. |
| The policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time. |