



## **Pear Tree Federation**

### **Tongwynlais Primary School Coryton Primary School**

## **Charging and Remissions Policy**

### **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.

1.3 The Governing Body of the school are responsible for determining the content of the policy, and the Executive Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Headteacher and Governing Body.

1.4 The Governing Body acknowledges the right of every child 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.**

### **2.0 Charges to Pupils**

#### **2.1 Prohibition of Charges**

2.1.1 The Governing Body of the School recognise that legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of Curriculum for Wales, 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 Curriculum for Wales, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school;

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of Curriculum for Wales, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 provided in connection with an educational trip

## **2.2 Charges**

### **(a) 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 Curriculum for Wales.

### **(b) Board and Lodging on residential trips**

The board and lodging element of approved residential activities deemed to take place 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.

### **(c) Cost of activities**

The school will charge the proportionate costs for an individual child of activities wholly or mainly outside schools hours ('optional extras') to meet the costs for:

- travel
- materials and equipment
- non-teaching staff costs
- entrance fees
- insurance costs

Charges will not exceed the cost of the provision and parents must agree to their child receiving the 'optional extra'.

### **(d) Breakages**

The school will charge for breakages and replacements as a result of loss or damages caused wilfully or negligently by pupils.

### **(e) Extra-curricular activities and school clubs**

## **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.

Parents of pupils who are in receipt of one of the following support payments and are entitled to free school meals will be entitled to the remission of all charges:

- Income Support
- Income-based Job Seeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
- Working Tax Credit "run on"

When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Executive Headteacher, in consultation with the Chairperson of the Governing Body will make authorisation for such remission.

## **2.4 Voluntary Contributions**

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

- (a) all school trips which are curriculum linked
- (b) all "optional extras" as defined
- (c) school concert tickets

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:

- the contribution is genuinely voluntary and a parent is under no obligation to pay;
- the continuance of an activity may depend upon voluntary contributions;
- registered pupils at the school will not be 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 Executive Headteacher.

Voluntary contributions will be used for the benefit of pupils in covering any attendant costs. All monies received as Voluntary Contributions will be audited as part of the School Funds.

## **3.0 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 cost of opening the school, including the cost of caretaker time and utilities.

3.2 The charges to be levied from the hire of school premises are in line with all guidance given in the Local Authority document 'Education: Hire of School Premises' (appendix 1): the current recharge rates are as below.

**Recharge**

The recharge amount will encompass all costs generated by the premises to facilitate the letting. Any bookings are subject to a fee set by the Governors.

The current rates for the recharge are:

School                    £20.70  
 Unit fee                £0.87

**Units of hire**

Room	Unit
Classroom	1
Specialist Classroom	2
Playground	1
Toilets	1
Hall	5
Gym	5
Dutch Barn	5
Pool	8
Field	1
Astroturf	1
Staffroom	1
Library	1
Kitchen	2
6 <sup>th</sup> Form Common Room	1
Changing Rooms	1
Drama Studio	2
Canteen	2
Adult Education Office	1

Example of how the recharge is calculated

A hall is equivalent to 5 units, therefore this is calculated as 5@ £0.87 = £4.35 per hour.

If a youth centre used a Primary school hall for 3 hours for 10 weeks the calculation would be:

$£4.35 \times 3 = £13.05$  per week unit fee +  $£20.70 = £33.75$  per week x 10 =  $£337.50$

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Date of policy approval: 03.10.24

Date of policy review: 24.09.24

Mike Jones Pritchard  
 (Chairperson of Governing Body)

# Education

## Hire of School Premises Guidance Notes



This Guidance is the recommended procedure for hiring out school premises. Any school choosing to implement their own procedure will be required to ensure that an appropriate robust system is in place, which includes checking sufficient public liability insurance, DBS disclosures and safeguarding, and there is a clear audit trail for all income generated and payment to staff in connection to the booking.

## **Hire of premises booking forms**

### Hire of School premises by external users/non directed

4.SC.LL.006

This booking form can be used if **any** external hirer wishes to hire school premises. This form is not to be used by anyone who is making the hire on behalf of Cardiff Council.

### Hire of School premises by internal users/directed

4.SC.LL.007

Schools are encouraged to use this form to ensure the school is aware of any internal use of the premises outside normal school hours. For example, school meetings, school events, PTA meetings, PTA events, Governing Body meetings, parent's evenings etc.

### Hire of School premises by Neighbourhood Learning and the Youth Service

4.SC.LL.023

This booking form must be used when any Youth or Neighbourhood Learning Centre wishes to hire school premises for any purpose during or outside of normal school hours and returned to Room 309, County Hall.

### Hire of school kitchens

4.SC.CA/011

If a hirer requires the use of the kitchen within a school, a kitchen booking form must be completed in addition to the usual booking form. If a kitchen booking form has not been completed, and the hirer later decides to use the kitchen facilities, the caretaker (or person present at the time of the booking) must ask the hirer to complete the necessary application form. This booking form needs to be returned to Bessemer Close, Wellbeing and Compliance Department. Any issues arising from the use of school kitchens and any associated fees are to be made directly to the Wellbeing and Compliance Department.

## **Procedure for the hire of school premises**

The hirer must complete all sections of the relevant booking form and return to the school where the hire will take place.

With the exception hire by Neighbourhood Learning, Youth Service and Councillor Surgery bookings.

These forms should be returned to:

Education Service, Room 309, County Hall. An appropriate re-charge for these bookings will be arranged by the Education Service.

For Lifelong Learning, Youth Service and Councillor Surgery bookings, Head teachers and Estates Staff will be notified of the booking by letter from County Hall. On receipt of signed acceptance from the Head teacher and Estates staff, the hirer will be issued with a permit for hire.

It is recommended that a similar bookings system is established by all schools.

## **Insurance details**

### External bookings

All external bookings **must** have Public Liability Insurance with a minimum liability of £5 million. The hirer must provide the name of the insurance company and the policy number on the booking form and attach

a copy of the current insurance policy. **Schools are not to accept bookings without public liability insurance details and sight of the policy document.** It is the responsibility of the school to ensure they have seen the valid policy document in advance of the hire taking place.

#### Internal bookings

All internal bookings made by the Education department are covered by Cardiff Council's insurance policy.

#### **DBS checks**

Where the purpose of hire will include use of the premises by under 18 year olds/vulnerable adults, the hirer will ensure that all\* persons over 16 present in connection with the hire will have a current DBS certificate. Sight of disclosure certificates will be required by a member of staff at the school. School staff is to check disclosure certificates have a valid date.

\* This excludes parents/grandparents attending a children's birthday party or similar event. However, where someone is employed/volunteers to 'work/supervise' at a party it is up to the event organiser to be satisfied that they have a valid DBS check.

#### **Licenses**

If anyone wishes to hold an event on school premises that involves music, dance, public entertainment, karaoke, disco, concert, theatre, sale or consumption of alcohol etc they must contact the licensing section to find out if it is necessary for them to obtain a licence:

Licensing Department  
Room 161  
City Hall  
Cardiff CF10 3ND  
Tel 02920871123

#### **VAT**

The letting of facilities designed or adapted for playing any sport or taking part in physical recreation is normally standard-rated. Such facilities include:

- stadiums;
- swimming pools;
- tennis, badminton and squash courts;
- gymnasiums
- cricket and football pitches;
- golf courses;
- skating rinks;
- dance studios
- other specially designed, adapted or equipped land or premises.

Premises count as sports facilities if they are designed or adapted for playing any sport or taking part in physical recreation. So the presence of fixed basketball nets in halls or mirrors and bars in dance studios normally means that those premises are sports facilities. General purpose halls, such as village or church halls, which merely have floor markings so that they may, say, be used for playing badminton, are not classed as "facilities" for these purposes. Lettings of such halls are exempt even when let for playing a sport.

HMRC have confirmed that they do not see the presence of wall bars and stored equipment in a school general purpose hall as constituting a sports facility where it is not for the hirers use. There is only a supply of sports facilities where a right to use the sports equipment provided is granted with the letting of the hall.

Lettings for other purposes - for example a stadium let for a concert or a sports hall let for a political or religious meeting - are exempt. The table below summarises this.

	Sports Activity	Non-sports Activity
Sports Facility	<u>Standard-rated</u> May be <u>Exempt</u> if a block booking rules apply	<u>Exempt</u>
Non-sports facility	<u>Exempt</u>	<u>Exempt</u>

However, the letting of facilities may be exempt from VAT if:

1. The letting is for a continuous period over 24 hours - Single lets of sports and physical recreation facilities for a continuous period of over 24 hours to the same person are exempt from VAT provided the person to whom they are let has exclusive control of them throughout the period **OR**
2. There is a series of lettings to the same person over a period of time - Anyone who lets out sports or physical recreation facilities may exempt the supply from VAT if the facilities are let out for a series of sessions provided that:
  - the series consists of 10 or more sessions; and
  - each session is for the same sport or activity; and
  - each session is in the same place (although a different pitch, court or "lane", or a different number of pitches, courts or "lanes", at the same sports ground or premises is acceptable); and
  - the interval between each session is at least a day and not more than 14 days (although the duration of each session can be varied). Letting for every other Saturday afternoon fulfils this condition but there is no exception for longer intervals than 14 days that arise through closure e.g. for public holidays, **and**
  - the series is to be paid for as a whole, and there is written evidence to that effect. This must include evidence that payment is to be made in full for the series whether or not the right to use the facility for any specific session is actually exercised. A formal agreement, exchange of letters, or an invoice issued in advance requiring payment for the sessions specified on the invoice would be sufficient evidence. Provision for a refund in the event of the unforeseen non-availability of the facility would not break this condition but provision for a refund in other circumstances would; and
  - the facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations (such as a local league); and
  - the person to whom the facilities are let has exclusive use of them during the sessions.

Any failure to comply with these conditions will cause the entire series to become standard-rated.

## Invoicing

Governing bodies are required to set hire charges for external bookings. (Please refer to Guidance Notes for Schools – Charging and Remission Policy). Where a charge arises from an external booking, you can request an invoice be raised. Invoice requests should be made by completing the on line form on CIS 'Request to Raise External Bill'. The path to find this form is Intranet; CIS; Service Area; People; Education; Management; Forms (on-line). Where VAT is charged this will automatically be assigned to the correct VAT code. **The Income Recovery and Legal Departments in County Hall will then take all responsibility for recovering the debt to the Council.**

The accounts that are credited are EA---/72701 for schools and EA---/95100 for cheque book schools. Any charges arising from an internal hire will be processed by journal.

Schools choosing to issue their own should ensure invoices are raised promptly and signed by Head teacher or authorised senior officer prior to being issued to the debtor. An authorised copy of the invoice should be retained at the school.

## Recharge

Whenever a school is booked by Lifelong Learning or the Youth Service (**Mon-Fri**), or by a Councillor/AM for a surgery (**any day of the week**) (not a political meeting) the school are allocated an amount to cover their costs, this is based on an 'opening fee' and a 'unit charge'. The recharge amount will encompass all costs generated by the premises to facilitate the letting.

Any bookings by education on the weekend are subject to a fee set by the Governors.

The current rates for the recharge are:

School	£20.70
Unit fee	£0.87

## Units of hire

Room	Unit
Classroom	1
Specialist Classroom	2
Playground	1
Toilets	1
Hall	5
Gym	5
Dutch Barn	5
Pool	8
Field	1
Astroturf	1
Staffroom	1
Library	1
Kitchen	2
6 <sup>th</sup> Form Common Room	1
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### Example of how the recharge is calculated

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### **Elections**

When a school is used for an election, the standard letters will be sent from County Hall to the Head teacher and Estates staff. The school will be reimbursed using the recharge calculation. Any queries regarding the use of school premises for elections should be directed to Ann Phillipot, Electoral Services officer, telephone 029 2087 2032.

### **Use of School premises by political parties**

Bookings for political events organised by political parties shall be restricted to those political groups currently represented on the Council, and be subject to a hire fee.

### **Contact details**

If you have any queries regarding the hire of your premises please contact a member of the Business Support Team, Room 309, County Hall, telephone 029 20873963