CARDIFF
CAERDYDD

Western Learning Federation

Riverbank School

CHARGING AND REMISSIONS POLICY

Riverbank
SCHOOL
Learning together to be the best we can

RATIFIED BY GOVERNORS	30th September 2026
DATE REVIEWED	30th September 2026
DATE FOR REVIEW	30th September 2027
DATE PUBLISHED	September 2026

Monitoring the policy

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

SIGNED  **DATE** 01.10.26

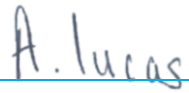
Chair of Governors

SIGNED  **DATE** 01.10.26

Executive Headteacher

SIGNED  **DATE** 01.10.26

Deputy Executive Headteacher

SIGNED  **DATE** 01.10.26

Head of School

The values and principles

The federation is underpinned by a set of values that define the culture of the three federated schools.

Our Principles

Honesty

Responsibility

Positivity

Trust

Empathy

Patience

Respect

Kindness

Our Values

- We celebrate our differences.
- We have a shared sense of belonging.
- We play, laugh, smile and celebrate success.
- We have a positive attitude.
- We learn from experiences to develop life and independent skills.
- We follow our dreams and aspirations.
- We care for our own and wider environment.
- We improve quality of life.

Definition

Values	One's judgement of what is important in school life.
Principles	Morally correct behaviour and attitudes.

Rights Respecting Schools

Every child has rights "without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status"

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Riverbank SCHOOL
Learning together to be the best we can

Tŷ Gwyn SCHOOL
Learning to achieve

Woodlands SCHOOL
Learning for Living

Vincent Road, Cardiff, CF5 5AQ

Western Learning Federation
Together we learn, grow and achieve

@CardiffWestern @RiverbankSch @GwynSchool @WoodlandsHS

www.westernlearningfederation.co.uk

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 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.

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

2.2 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) Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in art and craft lessons), a charge will be made at cost price. Parents will be informed of this charge in advance.

(b) 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.

(c) 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.

(d) 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 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, have the cost of board and lodging of a residential trip subsidised:

- 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 VI 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.

When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Head of School, 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) Educational visits linked to the curriculum
(b) Visits not linked to the curriculum

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 will be 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 may depend upon voluntary contributions;
- 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 Head of School. 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:

- maintain the school minibus

3.0 Lettings / shared use of 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:

- To be determined by the Finance Committee

3.3 Any request to hire the facilities reference must be made to the school Health & Safety Policy. An agreement between the school and the hirer is signed prior to the hire taking place. This agreement is kept by the Business Manager in the main office.

3.4 Any requests to hire the facilities must be presented to the Estates and Health & Safety Panel for discussion with final sign off being presented to the Estates and Health & Safety Governor Sub-Committee.

3.5 In reference to the Health & Safety Policy, this agreement details whom is responsible for what and includes written information detailing the school's emergency procedures.

3.6 A risk assessment for the hire of the school premises has been undertaken and communicated to all relevant staff. (To assist in this process, a generic risk assessment

is available for customising) **4.SC.COMP.004 - Hire of School Premises**

3.7 Appropriate checks are made by the Business Manager regarding the following:-

- Whether the hirer has sufficient public liability insurance, i.e. 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.
- Disclosure and Barring Service (DBS) disclosures and safeguarding checks. It is the hirer's responsibility to ensure that all* persons over 16 present in connection with the hire will have a current DBS certificate.

*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.

A clear audit trail for all income generated and payment to staff in connection with the booking.

N.B At this current time, the school has no provision for hire and as such no lettings costs have been provided in this policy.