



S•M•I•L•E

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Charging Policy

Last Review Date: October 2025

Date to be reviewed by SLT: September 2027

Date adopted by governing body:

Head Teacher (Acting): Mr. Simon Perry

Chair of Governors: Mr. Mark Jones

Purpose of Policy

On an occasion when the Governing Body, or its representative, determines that charges should be levied, it will conform to the Charging Policy.

On an occasion when the Governing Body, or its representative requests voluntary contributions from parents, it will be made clear that for activities wholly or mainly in school hours, no child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

Charges Policy

The Governing Body reserves the right to make a charge for the following activities organised by the school:-

- Board and lodgings on residential visits which occur mainly out of school hours.
- Tuition in the playing of a musical instrument given individually or in a group of four or fewer pupils which is not in fulfilment of National Curriculum, or prescribed public examination requirements.
- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
- The cost of breakages, lost or destroyed school property as a consequence of a pupil's behaviour could be requested from a parent / guardian.
- Where a charge is made for board and lodgings on a residential trip, Child Tax Credit but not Working Tax Credit, with an income below the relevant statutory threshold, as determined by the Treasury for the purposes of the Tax Credits Act 2002 Pension Credit – Guarantee element of Pension Credit.
- For optional extras out of school time, provided parents have agreed to their children participating, no pupil will be excluded from activities within or beyond the school day because of financial hardship.

Remission Policy

In accordance with Section 457 of the Education Act 1996, the Governing Body shall remit the full cost of board and lodging for any residential activity that it organises for the pupil if –

The activity is deemed to take place in school hours.

It forms part of the National Curriculum or part of the Governing Body's duty to provide Religious Education.

If it forms part of the syllabus for a prescribed public examination and which satisfy the County Borough's rules and regulations relating to school journeys.

Where a charge is made for board and lodgings on a residential trip, parents / guardians are in receipt of Income based Job Seekers Allowance (Pupils who receive this in their own right are also eligible); Income Support (Pupils who receive this in their own right are also eligible); Immigration and Asylum Seekers Allowance; Child Tax Credit (if not in receipt of Working Tax Credit) with an income below the relevant statutory threshold, and / or Pension Credit.

In accordance with the Remissions Policy adopted by the Executive Board WCBC the LA will –

Where a charge has been raised for board and lodging for educational activities at supported outdoor Education & Language Centres, namely Nant B.H. Urdd Millenium Centre (Cardiff and Pentrellyncymmer, and Glanllyn) then the LA will offer remission to eligible pupils, in relation to one trip per pupil per year.

Pupils who are entitled to statutory remissions may, from time to time, be invited to represent their school or the County Borough on foreign exchange visits or take part in special field course or expeditions. In these circumstances, the LA gives such individual cases discretionary consideration.

The funds to be made available for remissions will be finite and based on an average of one journey per year for those qualified. The funds will not be delegated directly to schools' LMS budgets. Schools will forward details of the entitlements to enable the appropriate reimbursements to be made. All other remission costs shall be borne by the school.

The School will have the responsibility for determining whether a trip is mainly in or out of school hours. See Appendix 1

APPENDIX 1

DETERMINATION OF WHETHER AN ACTIVITY IS DEEMED TO BE IN OR OUTSIDE SCHOOL HOURS

Education/activities partly during school hours

This is governed by the 50% rule – if the time taken by the activity exceeds 50% in school time, it cannot be charged:

for non-residential activity if 50% or more is spent on the activity in school time, including any travelling time but excluding midday breaks, the entire activity is determined to be in school time and cannot be charged. If more than 50% takes place outside school time using the same criteria, it can be charged but a voluntary contribution can be requested; for residential activities the criteria for the 50% rule is different. Here the number of 'half days' are counted (a half day is any 12 hour period ending noon or midnight). Travel is to be included. If the number of days and half days taken up by the activity is greater than the number

of school sessions (morning and afternoon) that the pupil would have to attend on normal school days, then the activity is deemed to take place outside school hours and can be charged. If the number of half days is less than the normal charged. When either departure or a return time splits a half day, then if more than 50% is taken by the activity, all of that half day counts.

This Policy was reviewed by the Governing body in November 2025 in consultation with the staff, and has been approved by the committee of the Governing body.

It will be reviewed every 2 years.