



Ysgol Glan Morfa

Polisi Codi Tâl

Charging Policy

Pennaeth / Headteacher: Meilir Tomos

Cadeirydd y Llywodraethwyr / Chair of Governors: Tony Venn

Dyddiad Adolygu / Review Date: October 2026

Gyda'n Gilydd Fe Lwyddwn

Together We Will Succeed

Charging Policy

Introduction

All education within school hours is provided free of charge. We do not expect to charge for any activity carried out as part of the National Curriculum.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute towards the cost. All contributions are voluntary apart from residential visits (see below). If not enough parents contribute voluntarily, the trip might have to be cancelled. If the trip goes ahead, it might include children whose parents have not contributed. We do not treat these children any differently to the others.

If a parent wishes their child to take part in a school trip or event, but is unable to make a financial contribution, we allow the child to participate fully in the trip or event. On some occasions the school will pay the additional cost so the visit can go ahead.

Activities that may require voluntary contributions (not exhaustive):

- **Visits to museums**
- **Outdoor pursuits activities**
- **Visits to or by a theatre company**
- **Educational visits**
- **Musical activities**

These activities are referred to as *optional additions*.

Residential Visits

If the school organises a residential visit during school time, or mainly during school time, which provides education that relates directly to the National Curriculum, we do not charge for the education. However, we do charge for food, accommodation and travel costs. We also offer parents opportunities to create a payment plan to pay in instalments to suit their needs.

Musical Training

All children study music as part of the school's routine curriculum. Cardiff Music Service makes a small charge for these lessons but there is a discount if you are eligible for Free School Meals.

Swimming

The school organises swimming lessons for Year 3 pupils. We inform parents when these lessons will take place and ask for written consent for their child to take part. We do not ask for a contribution towards the lessons.

Costings and Lettings / Costio a Lletya'r Ysgol

Ysgol Glan Morfa operates a transparent, fair and proportionate approach to costings and lettings to ensure best value, compliance with financial regulations, and equitable access for community users. This section should be read alongside Cardiff Council's Financial Regulations and any relevant local guidance.

Costings

The school will ensure that all costings applied to activities, services or use of facilities reflect the **true cost** of provision and do not generate commercial profit. Costings will take account of:

- **Operational costs** — heating, lighting, cleaning, security and maintenance.
- **Staffing costs** — where supervision, caretaking or additional staffing is required.
- **Resource costs** — use of specialist rooms, equipment or consumables.
- **Additional costs** — insurance, safeguarding requirements, waste disposal or post-event cleaning.

Costings will be reviewed periodically to ensure they remain fair, proportionate and aligned with Cardiff Council financial expectations. Evidence of cost calculations will be retained for audit purposes.

Lettings

The school may make its facilities available to community groups, organisations and individuals where such use:

- Supports community engagement.
- Does not conflict with school operations or safeguarding requirements.
- Represents value for money and complies with procurement and financial regulations.

Lettings will be managed in accordance with the following principles:

- **Terms and Conditions** — all hirers must sign the school's lettings agreement before use of the premises.
- **Pricing Structure** — charges will be based on the costings outlined above, taking account of room type, duration, staffing requirements and intended use.
- **Safeguarding** — groups working with children or vulnerable adults must provide evidence of appropriate safeguarding policies and checks.

- **User Responsibilities** — hirers must ensure appropriate use of facilities, care of equipment, and compliance with health and safety requirements.
- **Payments and Cancellations** — payment arrangements will be set out clearly, with a defined cancellation policy.

The Governing Body reserves the right to refuse lettings where use is inappropriate, poses a safeguarding risk, or conflicts with the ethos or operational needs of the school.

Pricing Structure for Lettings

Room Categories and Base Rates (During School Hours 08:00 – 18:00)

Charges are applied per hour unless stated otherwise. Rates reflect operational, staffing and resource costs.

- **Standard Classroom** — suitable for meetings, tutoring, small group activities.
- **Hall / Large Space** — suitable for sports, performances, community events.
- **Specialist Rooms** — ICT suite, art room, kitchen space (where permitted).
- **Outdoor Areas** — yard, field, MUGA (if applicable).

Typical benchmark rates for Cardiff primary schools:

- Standard classroom: **£15–£20 per hour**
- Hall: **£30–£40 per hour**
- Specialist rooms (e.g Student Kitchen): **£20–£30 per hour**
- Outdoor areas: **£10–£20 per hour**

Staffing Costs (If Required)

Some lettings require staff presence for safeguarding, security or access.

- **Caretaker opening/closing fee** — e.g., £15–£25 per session
- **Supervision / additional staffing** — e.g., £20–£30 per hour
- **Technical support** — if specialist equipment is used

Weekend and Out-of-Hours Rates

Ysgol Glan Morfa applies enhanced rates for lettings that take place outside standard caretaker working hours, including evenings after 18:00 and weekends. These rates reflect the true additional cost of opening and staffing the site safely.

Weekend Rates (08:00–18:00)

During these hours the caretaker is already on site, but weekend operational costs are higher than weekdays.

- Standard classroom — £20–£25 per hour
- Hall / large space — £35–£45 per hour
- Specialist rooms — £25–£35 per hour
- Outdoor areas — £15–£25 per hour

These rates include normal access, heating, lighting and cleaning.

Out-of-Hours Weekend Rates (after 18:00)

After 18:00 the caretaker must return to site, therefore a call-out fee and higher hourly rates apply.

Caretaker Costs

- Call-out fee — £25–£35 per session
- Caretaker presence — £25–£35 per hour

Facility Hire Rates (after 18:00)

- Standard classroom — £25–£30 per hour
- Hall / large space — £45–£60 per hour
- Specialist rooms — £30–£40 per hour
- Outdoor areas — £20–£30 per hour

Weekend Parties and Large Events

Events such as birthday parties, community celebrations or large gatherings require additional cleaning, supervision and waste disposal.

Recommended structure:

- Hall hire — £60–£80 per hour
- Cleaning fee — £30–£50
- Waste disposal — £20–£30
- Caretaker call-out + presence — £25–£35 call-out + £25–£35 per hour

These charges ensure the school recovers the full cost of staffing, cleaning and maintaining the premises.

Additional Charges

Applied only where relevant.

- **Cleaning fee**
- **Equipment hire**
- **Security or safeguarding requirements**
- **Waste disposal**

Discounts and Concessions

The Governing Body may apply reduced rates for:

- **Community groups**
- **Charities**
- **Long-term bookings**
- **Partner organisations**

Minimum Booking and Payment Terms

- Minimum booking: 1 hour
- Payment: in advance or monthly for long-term users
- Deposits: optional for large events
- Late payment fees: applied where appropriate
- Cancellation policy: normally 48 hours' notice

Annual Review

Prices will be reviewed annually to ensure they:

- Reflect true costs
- Align with Cardiff Council guidance
- Remain fair and competitive
- Support community access

Monitoring and Reviewing

This policy is monitored by the governing body and will be amended if needed.

Administration

Chair of Governors: Tony Venn Headteacher:

Meilir Tomos Date: 2.10.25 School:

Ysgol Glan Morfa Review Date: October 2026