

Ysgol Gynradd Herbert Thompson

Herbert Thompson Primary School



Charging and Remissions Policy

Date: September 2021

INTRODUCTION

Herbert Thompson Primary School is a large school on the west side of Cardiff, in one of the most socially and economically deprived areas of the city. We admit children from the age of 3-11 years. On site we have a Flying Start Nursery catering for children aged two to three.

The vision of our school is that all pupils will develop the skills, values and aspirations to take into the next stage of their lives, will enter employment and live by positive values and behaviours.

Our vision statement is:

“Find your talents and let them grow, be the person you’d like to know.”

We believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We aim to provide a broad and balanced curriculum tailored to individual pupil need, which will enable all children to achieve their potential and develop an enthusiasm and love for learning. We seek to welcome all children from our school community, ensure they are equipped to take advantage of the opportunities the school provides, seek to meet their learning needs, support and challenge them to make good progress and celebrate their success in an ethos which recognises and celebrates diversity.

SCHOOL VALUES

Our six school values lie at the heart of our school community and are the core of this policy. The values apply to both children and adults and all relationships across the school. These values and behaviours give a supporting, but also challenging, framework within which colleagues, pupils and families can work.

At the heart of the Herbert Thompson community is a belief that a healthy school community is one that is supportive, but also sees everyone having honest, respectful and appropriately challenging discussions when needed.

Our six school values are:

- Respect
- Determination
- Diversity
- Security
- Care
- Achievement

BACKGROUND

The governing body cannot charge parents and pupils for any activity unless it has drawn up a Charging Policy. Moreover, when made, charges per pupil cannot exceed the actual cost incurred, which means that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum.

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such an activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such teaching is not an essential part of the National Curriculum or religious education.

STATUS

The Charging Policy is statutory.

PURPOSE

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as:

8:55a.m. -11.30a.m. and 12.45p.m.- 3.05p.m. for Nursery pupils

8:55a.m. - 3.05p.m. for Foundation Phase pupils

8:55am – 3:10pm for Key Stage 2 pupils

RELEVANT DOCUMENTATION

The policy has been informed by *A Guide to the Law for School Governors*.

The policy complements the school's Inclusion Policy, curriculum policies and the Learning Policy.

ROLES AND RESPONSIBILITIES

The **Headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil

or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of the National Curriculum we will make a charge.

Voluntary contributions may be sought for activities during the school day, which entail additional costs, for example educational, theatre and cinema visits.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as Rubicon, Theatre lolo to arrange an activity during the school day. Such organisations may wish to charge the school, who will agree to fund the cost.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example Football Club unless the activities are funded through another source such as the Learning Centre. Such activities are not part of the National Curriculum or Religious Education.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential Activities

Charges will be made for board and lodging. Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance or a Working Family Tax Credit.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Uniform and Equipment

Parents can be invited to equip their child with items of personal equipment intended to be used solely by their child.

Breakages and Damage

Where a pupils behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement, in instalments if necessary.

Lettings

The school will make its facilities available for hire to outside users at a small charge. (see appendix)

Staff time

The school will make its staff available to other school or organisations where appropriate. Costs will be applied. (see appendix).

Remissions

Parents who can prove they are in receipt of the following support payments will, in addition to having free meals entitlement be exempt from paying the cost of board and lodging of a residential trip.

- Income Support
- Income based Job Seeker's Allowance
- Any other benefit or allowance or entitlement to any tax credit under the Tax Credits Act 2002.
- Support under Part V1 of the Immigration and Asylum Act 1999.
- Child Tax Credit where the parent is not entitled to Working Tax Credit and whose annual income is assessed by HMRC.
- Income related Employment and Support Allowance.
- Guarantee element of State Pension Credit.
- Receipt of Universal Credit.

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

Voluntary Contributions

Parents will be invited to make a voluntary contribution for:

- Additional trips and visits.
- Enrichment Activities such as after school clubs.
- Transport to events.

The terms of any request made to parents will specify the request for a voluntary contribution in no way represents a charge. The contribution is genuinely voluntary and a parent is under no obligation to pay. Pupils of parents who cannot contribute will not be treated any differently. Continuance of the activity may depend upon voluntary contributions. Also, 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.

The Governing Body will set out the purposes to which the contributions will be put.

MONITORING AND EVALUATION

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Date	Review Date	Chair of Finance Committee
September 2021	September 2022	

Headteacher:		Date:	
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APPENDIX

Charging for use of School Premises

Any lettings must not detract from the normal running of the school, or compromise the security of the pupils, staff or school.

The school delegation budget cannot be used to subsidise any lettings. Charges will cover the cost of opening the school, including the cost of caretaker time and utilities (such as lighting and heating).

Lettings will be subject to conditions. This includes the need for any association, body, group, organisation or club (sporting or otherwise) to have in place their own Public Liability insurance at the required minimum level of £5m of liability, prior to the hire of the facilities. In addition, Governing Bodies should not be responsible for any losses or damage arising out of the letting and hirers should indemnify the school for such damage or loss.

The charges to be levied from the hire of school premises are:

Non-profit Organisations	£10 per hour
For profit Organisations	£25 per hour

Charging for Staff Time

The charges for staff time are:

Supply Teacher	£135.26 per day £81.85 per half day
Supply Teaching Assistants	£91.86 per day £65.16 per half day

