

# **Thomas Jones Primary School**

## **Charging and Remissions**

This policy was adopted by the Governing Body of Thomas Jones School on 5<sup>th</sup> February 2018. It is reviewed biennially by the Head Teacher and the Resources Committee.

### **Charging and Remissions Policy Statement**

Thomas Jones School aims to provide a range of experiences which enhance children's learning and personal development. All our pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities and this charging policy outlines the school's approach.

### **Context**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The Governing Body endorses the guiding principles contained in the Act, in particular that no child's access to the curriculum should be limited by charges.

### **Policy Aims**

- To utilise educational opportunities to support the curriculum and broaden children's educational experiences.
- To promote educational resources and places of interest available in the wider community and encourage awareness of these to families.
- To ensure that school activities are accessible to all pupils regardless of financial constraints.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and which acknowledges the cost of such activities to the school's budget.

### **Extended Learning During School Hours:**

#### **Charges**

No charge is made for activities which form part of National Curriculum requirements. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school (wherever possible costs are kept to a minimum and best value is sought):

#### **Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Pupils whose parents are unable to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made, the school will try to release funding to cover this in the first

instance, alternatively, the activity may have to be cancelled and refunds will be given. No parental contribution subsidises the cost of other children.

All monies received are recorded with records subject to audit.

### **Educational Visits**

When classes go out on educational visits, the school may have to pay an admission fee and transport costs. Where possible, it is school policy to use public transport. Buses are free for pupils and the underground can be pre booked for no charge under the Transport for London school scheme. If necessary, community mini-buses or a coach are hired and any admission fees are divided among the number of pupils on the trip.

### **Residential School Journeys**

Residential visits are rigorously budgeted for and the total cost split between the total number of participants. An amount is always budgeted in April specifically to safeguard equity. Should any parent/carer experience financial hardship in paying the total amount and are in receipt of income support, they may be offered assistance by the school in paying for the trip.

### **Music Tuition**

At Thomas Jones we have peripatetic music teachers that offer piano, violin, viola and cello tuition. All children are able to express an interest in taking lessons and are placed on the waiting list. Lesson prices are £10.00 per lesson with children in receipt of pupil premium accessing lessons for free. Parents and carers are expected to purchase their own music books for lessons and are responsible for charges for the loss or damage of school instruments (not inclusive of new bows and broken strings).

### **Extended Learning Outside School Hours:**

#### **Breakfast Club**

At Thomas Jones we offer a breakfast club three mornings a week. All families are able to access this provision at a charge of £2.50 for the first child and a reduced rate of £2.00 for any additional siblings. This includes the cost of a healthy breakfast and childcare for an hour at the start of the day. The Headteacher may allocate places free of charge for families of need at their discretion.

#### **After School Clubs**

After school clubs are open to all pupils within the age groups that the clubs are run for. For some clubs it is necessary to charge in order to cover staffing costs and materials. Voluntary contributions are asked for from parents/carers to cover the costs of these clubs. The school looks at these charges regularly to consider whether further reductions might be made. Pupils whose parents are unable to contribute will not be discriminated against and the school will look to fund these places.

Pupil premium is utilised to support pupils identified in pupil progress meetings to attend after school clubs

After school club charges are as follows:

Art Club- £5.00 per lesson

Robotics Club- £20.00 per term

French Club- £50.00 per term

Gardening Club- £5.00 per lesson

### **After School Boosters**

After school educational boosters are run for children in some year groups identified as needing additional support in pupil progress meetings. These are funded through the school's pupil premium allocation.

### **Play Plus 3.20-5.45pm**

At Thomas Jones after school care, 'Play Plus', runs for three days a week from 3.20-5.45pm providing after school care for children. These places are available for all families with children in Year 1 upwards. At the Headteacher's discretion children in the Reception or Nursery classes may be able to access this provision. The cost for these each session is £10.00 for the first child with further siblings charged at the rate of £8.00. This cost is inclusive of childcare, a range of activities and a healthy light tea. Some places may be subsidised or costs covered on an individual basis at the discretion of the Headteacher.

### **Nursery Admissions**

From February 2018 a new Nursery policy has been approved that sets out charges to be made for our full time nursery places. See Nursery Policy for further details of charges and financial models.

### **Lunch Monies**

Many pupils are in receipt of free school meals. For those families that pay for school meals the daily cost is £2.00 per meal. Parents/carers are expected to pay for school meals in advance using their ParentPay account. If a parent/carer accrues a debt for schools lunches email reminders are automatically generated.

Clear procedures are in place relating to the receipt of school lunch monies. These are outlined in the school's Financial Regulations document. Reconciliations and income collection records are reviewed and countersigned by the school's Senior Administration Officer.

### **School Uniform**

Most school uniform items are available for purchase from the school office. A designated uniform fund allows some families to receive uniform either free of charge

or at a subsidised rate at the Headteacher's discretion. Any additional income received as a result of school uniform sales remains in the school uniform fund.

### **Equipment Loaned to Staff**

Where equipment is loaned for staff that may be utilised at home staff members are required to sign a form agreeing that they will ensure the equipment is insured under their home insurance cover for loss or damage.

### **Personal Property**

The school cannot be held responsible for the loss of personal property either of a member of staff, child, parent/carer or visitor. Adults and children are encouraged to label their belongings and not to bring valuables to school. Any valuable items that need to be brought onto the school premises should be given to the school office or Deputy Head to be stored in a locked cupboard until required.

### **Commercial Lettings**

The school's premises are not let to any organisation on a commercial basis. We do not have a scale of charges for lettings as this is not currently required. Should the Head and Governors decide at a future date to let the premises, an appropriate policy will be formulated.

### **Policy Review**

The Governing Body may from time to time amend the categories for which a charge may be made. The Governing Body reserve the right to review this policy as necessary.

### **Monitoring and Evaluation**

The Resources Committee of the governing body will monitor the impact of this policy by receiving reports on those activities where charges have been subsidised or levied. It will seek to evaluate impact of the school's extended services on those children most in need of additional support.

**February 2018**