

Charging & Remissions Policy



Y Login Fach

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

Charging & Remissions Policy for Ysgol Y Login Fach

We accept and comply with the L.E.A. recommended Policy for Charges and Remissions dated December 2005. Our own Policy is based on their recommendations and is reviewed on an annual basis to meet changing needs.

Charging Policy for Educational Visits

- The cost of the proposed visit should be stated and although no charge can be made for visits organised in school hours, a voluntary contribution will be requested.
- No child will be excluded from the visit due to lack of a voluntary contribution. The Headteacher will subsidise the cost with a contribution from the School Fund or a P.T.A. contribution.
- If insufficient voluntary contributions are received it may be necessary to cancel the visit.
- No profit will be made on any Educational Visit organised during school hours or in any circumstances without the agreement of the Governing Body. □ For residential field trips the charge will vary depending on the venue.
- Any visits 'abroad' will be costed and a meeting with Governing Body and Parents held prior to any arrangements being made so that all parties will reach agreement on the contribution to be made by Parents, School and/or P.T.A. in each case.

Parents eligible for remission who are in receipt of benefits considered by the L.E.A. will be informed of their rights.

Packed lunches will be provided for pupils in receipt of free school meals when arranging any educational visit for a full day.

Charges for attendance at swimming sessions – this is part of the curriculum timetable and as such the school assumes responsibility for paying for the transport costs from the budget.

Charges for attendance at additional sporting sessions e.g. athletics training at the University track - transport will be partly funded by parents and partly by either School Fund or P.T.A.

Examination fees will be funded for pupils who are considered ready to try them by the Peripatetic staff. Parents will be responsible for transporting pupils to the venue should it not be within the school.

Charging Policy for Lettings

The building will only be let to persons who are able to comply with current guidance on DBS checks if working with pupils from Y Login Fach.

Copies of the relevant insurance documentation will have to be verified prior to allowing tutors to carry out activities with pupils out of school hours. This will constitute 'Personal Liability Insurance'.

Lettings will be charged at:

- £10 per hour for the school hall
- £10 per hour for a classroom
- After school and lunchtime clubs - free lettings will be granted to organisations and individuals who are considered by the Governing Body to be running extra-curricular activities for the pupils which are non-profit making and tutors simply cover the costs of running the club – this may be affiliation fees to Managing Bodies, travelling expenses.
- Letting charges will be reviewed by the Governing Body at least on an annual basis and individual agreements may be created for persons wishing to engage in 'long term lettings which are for more than one hour per session'.
- Letting fees are totalled on a half termly or termly basis and invoiced to the person letting the premises. The cheques are paid directly into the school budget and are accounted for as 'income'.

Charging for Special Performances and Events

- A small charge will be made for attendance at Thanksgiving and Christmas Productions.
- Entry will be by ticket/programme only in order to comply with fire regulations on the number of adults who may safely be seated in the hall for any performance.
- The proceeds of this event will be banked in the School Fund and used for a variety of purposes to provide a range of experiences, events, supportive measures for individual pupils, funding Artists in Residence, etc.
- The school does not charge for entry to any other special events, such as class assemblies, special assemblies, visitors to the school leading special assemblies, etc.,

Charity donations made during the year for selected organisations are collected. The proceeds of such events will be banked in the School Fund and then paid by cheque to the selected organisation.

Charging for Breakages or Damage to School Property

- The school does not charge for such occurrences, but where a child has deliberately caused damage or broken an item – following consultation with parents, a small ‘donation’ from pocket money is sometimes made to the school by the pupil in order to help to replace the item in question. If parents do not feel that this is appropriate, their views are always respected.
- For major damage/accidents, insurance claims will be made to cover costs.

Charging for P.T.A. Events

Charges made for entry to, or participation in events organised by the P.T.A. are subject to discussion by the P.T.A. Committee. Consultation with the Headteacher is part of this process and agreement is reached in order to enable all parents and pupils to feel able to participate in the event.

Breakfast Club

- Breakfast Club is a Welsh Government initiative and is free to all users. Voluntary contributions are accepted and the monies are used to support additional staff or equipment for the club.
- The proceeds are banked into the School Fund.

Management of School Fund

- The interest earned on all monies in the School Fund will remain within the School Fund.
- The commission earned on School Photograph sales is paid into the School Fund.
- All purchases of items from School Fund are refunded to the member of staff or paid to the relevant person on production of an invoice, receipt or some form of official notification of expenditure.
- The School Fund is managed and maintained by the school’s secretary in liaison with the headteacher.
- There are two signatories to the fund, with two signatures required for authorisation. One of those two signatories must be the Headteacher or Deputy-head.

- The School Fund is audited by two members of staff, who are not signatories for the fund, on an annual basis and by the City & County of Swansea Auditor on a three yearly basis. Findings are fed back to the full Governing Body via the formal Audit Report.
- The annual audit is checked by the Chair of Governors, who is not a signatory for the fund.
- All School Fund records are available for scrutiny and are presented to the Governing Body on an annual basis following the audit.

Policy Adoption

Date of Review by Governors:

Date Endorsed and ratified by Full Governing Body:

Chair of Governors Signature: