

BURLAIS PRIMARY SCHOOL **POLICY for CHARGES AND REMISSIONS**

We accept and comply with the Local Authority 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
- 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 trips the charge will vary depending on the venue.

Parents eligible for remission who are in receipt of benefits considered by the Local Authority 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 Additional Music Lessons – Guitar and Brass tuition is provided by Peripatetic Specialist Teachers who are employed by the Local Authority. The school takes out an additional Service Level Agreement with the Local Authority for the contracted number of hours required.

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 day.

Charging for Special Performances and Events

A small charge will be made for attendance at 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, thank you gifts, 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.

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 PTFA Events

Charges made for entry to or participation in events organised by the P.T.F.A. are subject to discussion by the P.T.F.A. Committee. Consultation with the Head teacher 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 currently free to all users.

Management of School Fund

The interest earned on all monies in School Fund remains within School Fund. The commission earned on School Photograph sales is paid into 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 Mrs S. Lewis or Mrs N. Smith, School Administrative Officers in liaison with Mrs A. Bastian, Headteacher.

School fund is audited by teaching staff who are not signatories 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.

This Policy is reviewed on an annual basis.

Reviewed April 2016